

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

Availability of Grant Funds (AGF)  
2017 Senator Charles E. Shannon Jr. Community Safety Initiative

## PROGRAM OVERVIEW

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants & Research (OGR) is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program. The Shannon CSI Grant Program is authorized by Chapter 46 of the Massachusetts Acts of 2016, an act making appropriations for the Fiscal Year 2017.

The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Comprehensive Gang Model.<sup>1</sup> Grant funding, oversight, and technical assistance supports regional and multi-disciplinary approaches to *combat gang violence* through coordinated prevention and intervention, law enforcement, prosecution, and reintegration type programs.

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## SECTION 1 - IMPORTANT HIGHLIGHTS

### *1.1 Key Dates*

AGF Posted:	September 20, 2016
Bidders Conference Webinar <sup>2</sup> :	October 4, 2016 from 10:00am to 12:00pm
Letter of Intent <sup>3</sup> Due:	October 6, 2016
Proposals Due:	October 20, 2016, no later than 4:00pm
Award Announcements Anticipated:	On or about December 2, 2016
Anticipated Grant Period:	On or about January 1, 2017 through December 31, 2017

<sup>1</sup> For more information on the OJJDP Comprehensive Gang Model, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)

<sup>2</sup> Parties wishing to participate in the Bidders Conference Webinar can register here: <https://attendee.gotowebinar.com/register/6871724850008645377>. The deadline for registering for the webinar is October 3, 2016.

<sup>3</sup> A Letter of Intent template will be available on-line at [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon). All applicants **must** submit a non-binding a Letter of Intent.

## 1.2 Funding Overview

EOPSS expects to award up to \$5.3 million as a result of this AGF.

Preference will be given to applications that:

- Propose programs that target geographical locations that demonstrate high levels of *gang violence*.
- Demonstrate a commitment to regional, multi-jurisdictional strategies.
- Outline a comprehensive plan to work with multi-disciplinary partners.
- Provide a written commitment to match grant funds with a 25% contribution from public or private sources.
- Identify a local unit of government unit to serve as the fiscal agent.

EOPSS strongly recommends applications to demonstrate a collaborative effort within a municipality or region. For each application, EOPSS encourages a municipal entity to serve as the lead applicant and fiscal agent. EOPSS encourages sign-off by the municipal CEO (mayor, city manager, town administrator, etc.) to demonstrate executive leadership and commitment to the collaborative effort. Funds may be distributed to project partners by the lead fiscal agent. Project partners in the multi-disciplinary team may include municipal and state law enforcement agencies,<sup>4</sup> non-profit community based organizations, and other government agencies including but not limited to: District Attorneys' Offices, Probation, Parole, Department of Youth Services, and Sheriffs' Offices.

Multiple municipalities may apply together as a regional collaborative group, with one municipality serving as the lead applicant and as the fiscal agent for the group.

## 1.3 Eligibility

The 2017 Shannon CSI AGF is a competitive grant program. EOPSS may award full funding, partial funding, or no funding.

If a new applicant:

- Applicants that did not receive a Shannon CSI award in 2016 are eligible to apply for the minimum/maximum amount of \$100,000.

If applicant received funding previously:

- Applicants are encouraged to consider the reduction in the FY17 Shannon CSI appropriation when responding to this solicitation.

## SECTION 2 - GRANT COMPLIANCE DETAILS

### 2.1 Fund Disbursement

Details about the fund disbursement process will be provided when the awards are made.

### 2.2 Project Duration

Applicants must apply for up to one year of funding. The anticipated funding cycle for projects will begin on or about **January 1, 2017 and end December 31, 2017**.

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<sup>4</sup> State Police may be part of your multi-disciplinary team; however, they cannot be awarded funds from the Shannon CSI.

## 2.3 Sub-recipient Requirements

Sub-recipients must abide by the grant requirements below as well as all of the OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

### 2.3.1 Grants Management

If awarded, EOPSS requires:

- OGR sub-recipient grant conditions be signed and dated.
- The submission of satisfactory and timely quarterly progress reports and quarterly financial reports.
- The identification of a project director and their contact information, roles and responsibilities as they relate to the project.
- A description of the steering committee and a member list.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, attendance at technical assistance meetings.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI-funded project (see *Table 1, p.10* and *Table 2, p.11*).
- Funds for projects and services provided through this grant must supplement, not supplant, other state or local funding sources. Supplanting of funds is strictly prohibited.

### 2.3.2 Procurement

- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI grant award, shall include the provisions of the OGR standard sub-grant conditions and enter into a written contract or Memorandum of Understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to OGR for the sub-recipient grant folder, once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit 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.

### 2.3.2 Procurement (continued)

- 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 related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to the Offices of 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  
617-727-9140  
[MA-IGO-General-Mail@massmail.state.ma.us](mailto:MA-IGO-General-Mail@massmail.state.ma.us)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[www.mass.gov/auditor/report-fraud-and-waste.html](http://www.mass.gov/auditor/report-fraud-and-waste.html)

### 2.3.3 Other Requirements

- For guidance and more information on the implementation of the Comprehensive Gang Model, please see: [DOJ OJJDP Best Practices www.ncjrs.gov/pdffiles1/ojdp/222799.pdf](http://www.ncjrs.gov/pdffiles1/ojdp/222799.pdf).
- Shannon CSI sites must maintain an active steering committee to ensure community collaboration, consistent information sharing, oversight, and direction for the Shannon grant award. The steering committee should represent the spectrum of organizations involved and the diversity of the community. Steering committee by-laws should be provided to EOPSS at the commencement of each site's grant award.
- Shannon CSI sites must identify a site program director. A site program director shall be appointed or hired to oversee the project at each site and serve as the point of contact for the program partners and the EOPSS. The site program director's role and responsibilities should be provided to EOPSS at the commencement of each site's grant award.
- The site program director shall distribute a list of funded program partners, funding amount, and quarterly site and partner programmatic activities and progress to the steering committee.
- If the Shannon CSI site has a Local Action Research Partner (LARP), the site program director must work with the LARP to ensure timely and accurate quarterly programmatic reporting for the site and each funded program partner.
- Shannon CSI sites without a LARP must work with the Statewide Research Partner to ensure timely and accurate quarterly programmatic reporting for the site and each funded program partner.

### 2.3.3 Other Requirements (continued)

- The Shannon CSI site must provide the LARP and/or the Statewide Research Partner an opportunity to participate in the steering committee meetings.
- The Shannon CSI site must work with their LARP or the Statewide Research Partner to develop a community assessment for their respective site. **Community assessments are to follow the OJJDP guidelines.**<sup>5</sup>
- The Shannon CSI site program directors will assist the Statewide Research Partner and LARPs in developing, implementing and validating the individual risk assessment tool (to be determined) to be used for identifying Shannon eligible youth participating in the Shannon CSI funded programs.
  - **Shannon eligible youth** must be: **(1)** between the ages of 10-24 years of age; **(2)** living in a *high-risk area within the community*; and **(3)** *at-risk or high-risk* of becoming involved, or currently involved, in gang activity.
  - **At-risk youth** are in danger of engaging in risky behaviors or gang activity, due to the presence of known risk factors for gang involvement, such as exposure to gang affiliates, in their environment (home or community).
  - **High-risk youth** are exposed to the same risks factors as at-risk youth, as well as additional risk individual factors such as school failure, truancy, dropping out of school, substance abuse, court involvement, witnessing violence or violent victimization, and gang involvement as an affiliate or member not yet participating in violent criminal activity.
  - **Proven-risk youth** are identified as those youth being perpetrators or victims of shooting or stabbing violence, and/or are known gang members.
- All police departments receiving Shannon CSI funding must: *a) contribute daily crime data to the Commonwealth of Massachusetts Fusion Center's Coplink; and b) report their crime data on a monthly basis (minimum) to the Crime Reporting Unit of the Massachusetts State Police.* Agencies which have record management systems which are capable of generating National Incident Based Reporting System (NIBRS) data must submit crime data to the Crime Reporting Unit only in this format.
- All police departments receiving Shannon CSI funding that maintain a juvenile lockup must submit monthly juvenile lockup data to the Department of Criminal Justice Information Services via CJIS/LEAPS.

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<sup>5</sup> For more information on the OJJDP Comprehensive Gang Model Community Assessment Guideline, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)

## SECTION 3 - APPLICATION PROCESS

### 3.1 Proposal Pre-Submission Requirements

#### 3.1.1 Letter of Intent and Application Questions.

Applicants intending to apply for the FY2017 Shannon CSI AGF **must** mail or fax a non-binding letter of intent by October 6, 2016. Address the letter to EOPSS and specify the applicant's name and fiscal agent. Fax letters to 617-725-0260 and mail letters to:

The Executive Office of Public Safety and Security  
c/o Michael Bishop  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116

#### 3.1.2 Bidder's Webinar

A bidder's webinar will be offered to provide an overview of the AGF and an opportunity for interested parties to inquire about the AGF and the related application process. The webinar will take place on October 4, 2016 from 10:00am to 12:00pm. Attendance is not mandatory, but is strongly recommended.

To register for the Bidder's Webinar no later than **October 3, 2016**, please visit:

<https://attendee.gotowebinar.com/register/6871724850008645377>

Further information regarding the Bidder's Webinar and this AGF can be found at:

[www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon).

EOPSS will accept written questions regarding this AGF until

**October 7, 2016**. Submit questions via email to: [eopsshannon@state.ma.us](mailto:eopsshannon@state.ma.us). Responses to all questions will be posted no later than **October 11, 2016** at: [www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon).

*Questions posed after October 7, 2016 will not be accepted.*

### 3.2 Application Instructions

Acceptable application formatting includes:

- **One original and four copies** of the proposal.
- **Templates for Attachments A-F ([www.mass.gov/safety/shannon](http://www.mass.gov/safety/shannon))**.
- Binders to affix application (please do not staple proposal or attachments);
- Typed, single-spaced, using PDF template provided (for any attachments where a PDF template is not provided, format should be typed, single-spaced, 12-point font with one inch margins).

### 3.3 Required Sections

#### 3.3.1 Cover Page (*Attachment A*):

- Submit an unsigned fillable PDF of the cover page via email to: [eopsshannon@state.ma.us](mailto:eopsshannon@state.ma.us)
- Include a hard copy with original signature, dated in **BLUE INK**, with full application.

*Note: The application will be considered invalid unless an authorized official from the applicant agency has signed and dated the cover page.*

### 3.3.2 Program Narrative (*Attachment B*)

- ***Gang Violence Problem Statement (3 page limit)***

Describe the current nature and extent of the gang violence problem within the applicant community and include for any partnering communities identified in response to this application.

The gang violence problem should be reflective of the applicant's gang definition and the Shannon youth definition (provided below):

**Gang definition**

- Detail how the term *gang* is defined by the applicant community.
- Explain how this definition was constructed (e.g., law enforcement task force, adaptation from evidence-based literature, etc.).

**Shannon Youth eligibility**

Shannon eligible youth must be: **(1)** between the ages of 10-24 years of age; **(2)** living in a *high-risk area within the community*; and **(3)** *at-risk or high-risk* of becoming involved, or currently involved, in gang activity (see risk level definitions on p. 5).

- Detail how the term *high-risk area within the community* is defined by the applicant community (e.g. law enforcement crime analysis, research literature, community assessment, etc.).

*Note: Preference will be given to applications that provide a specific Gang Violence Problem Statement using statistical evidence/crime data that dates no earlier than December 31, 2014. Data prior to December 31, 2014, can be included to detail long-term and emerging trends, such as spikes and decreases in crime rates.*

- ***Proposed Strategy (4 page limit)***

For this section, use the Shannon Youth eligibility (defined above) when determining what youth participants are available to receive services.

1. **Strategy development**

What methods have been used to identify strategies, or gaps in services, needed to address the specific gang violence problem in the community as illustrated in the *Gang Violence Problem Statement* (e.g., community risk assessments, recommendations from steering committee members or other stakeholders, etc.)?

**If a community risk assessment was conducted:**

- When was the community risk assessment completed?
  - Provide copy of assessment as attachment within *Additional Material (Attachment H)*
- If more than five years have passed since the initial assessment, is a follow-up community risk assessment planned to reassess the need for new strategies, or identify new gaps in service?



- If so, please provide details.
- Detail what recommendations which, if any, were adopted from the assessment, and how.

### 3.3.2 Program Narrative

#### *Strategy development (continued)*

If a community risk assessment has not been implemented within the last five years:

- Explain why and how the applicant is strategizing, researching, or commencing with the development of a community risk assessment with the assistance of the Statewide Research Partner or LARP.  
**Community assessments are to follow the OJJDP guidelines.<sup>6</sup>**
  - Provide Community Assessment timeline for 2017

#### 2. Strategy description.

Explain and describe the identified strategy and its outcomes, as they relate to and address the *Gang Violence Problem Statement*. Applicants must demonstrate a comprehensive, multi-disciplinary approach based on OJJDP's Comprehensive Gang Model and, where possible, reflects evidence-based practices and best practices (see *Other Requirements*, p. 4).

- Explain how local schools are involved in the overall strategy.
  - How will relationships with schools, specifically relating to Shannon, be fostered?

If applicant received funding previously:

- List and briefly describe site challenges from prior Shannon funding cycles.

Does the strategy address any of the listed challenges?

- If so:

Describe how the strategy has been modified to address these challenges.

- If not:

Explain why these challenges have not been addressed.

#### 3. Partner selection (5 page limit)

- Based on the strategy, explain how and why each potential partner was selected to address the *Gang Violence Problem Statement*. Include a statement about the steering committee's level of involvement during the partner selection process.
- Complete the *Partner Selection Workbook* detailing the funded partners selected based on the *Gang Violence Problem Statement*. **For risk level and eligibility definitions refer to "Other Requirements" on page 5.**

#### 4. Individual Risk Assessments (2 page limit)

In 2017, EOPSS anticipates adopting an individual risk assessment tool to be utilized for assessing Shannon eligibility (see "Other Requirements" on page 4-5) for non-

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<sup>6</sup> For more information on the OJJDP Comprehensive Gang Model Community Assessment Guideline, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)



### 3.3.2 Program Narrative

#### *Individual Risk Assessments (continued)*

case management, non-drop-in and non-suppression programs. Once adopted, how will the applicant:

- Determine the appropriateness of the tool for their program(s)?
- Implement the risk assessment tool
- Train appropriate staff

#### **5. Collaboration with other funding sources (1 page limit)**

- Communities often use multiple funding streams to combat *gang violence*. Please identify other funding streams, such as SSYI, currently being used and how these funding streams will enhance, or complement, programming delivered through Shannon CSI.

### 3.3.3 Budget Excel Workbook (*Attachment C*)

- This section outlines the budget necessary to implement the applicant's proposed strategy. Applicants must:
  - **Submit a twelve month budget**
  - Utilize *Attachment C* to document the proposed costs for each allowable cost category (*See Table 1, p.10 and Table 2, p. 11*). Estimated costs must be identified.

### 3.3.4 Budget Narrative (*Attachment D*)

Submit a budget narrative to demonstrate how the costs in the proposed *Budget Excel Workbook* specifically link to your proposed strategy to combat gang violence. This narrative section will need to be completed for *each* funded program.

Applicants are encouraged to balance the allocation of grant resources across the participating stakeholders. This guidance is to encourage a balanced allocation of grant resources among the major areas of activity. For grant applications that devote more than 33% of total proposed spending to a single agency or strategy, please provide a detailed explanation as to the decision-making process. EOPSS reserves the right to revise budgets that exceed the required 33% of total proposed spending to a single agency or strategy.

### ***Match funding***

Authorizing legislation mandates that preference be given to applicants submitting a match commitment of 25%. Match funds must align with the allowable costs as outlined above.

- ***Calculating match funding***

To determine the 25% match, divide the state funding request by three (3). The resulting figure will equal 25% of the total project cost.

*Example:*

If requesting \$300,000 in state funds to support the project, the applicant must provide **an additional** \$100,000 in matching funds ( $\$300,000/3 = \$100,000$ ).

State funds = \$300,000 (75%)  
 Match funds= \$100,000 (25%)  
**Total Project Cost = \$400,000 (100%)**

**Table 1. Allowable cost categories.**

<b>Budget Cost Categories</b>	<b>Explanation of Allowable Costs</b>
Personnel (Sites Only)	<ul style="list-style-type: none"> <li>Full- or part-time regular salaried employees working on the grant.</li> </ul>
Overtime (Law Enforcement Only)	<ul style="list-style-type: none"> <li>Allowable for sworn law enforcement personnel working on the grant.</li> </ul>
Fringe (Sites Only)	<ul style="list-style-type: none"> <li>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. You may also include employer paid payroll taxes here as a separate cost.</li> </ul>
Indirect Costs (Sites Only)	<ul style="list-style-type: none"> <li>Under certain conditions, personnel indirect costs may be included. More specifically, if 1.) the organization by local law can charge indirect rate costs against State General Fund Grants and 2.) the rates have been approved by either the Federal Government or an independent audit you can ask for grant funds to cover these costs and include in this section of the budget. The formal documentation supporting these rates also needs to be included with this budget. The personnel indirect cost rates must be shown as percentage rates applied to summary personnel costs shown in the first budget category.</li> </ul>
Contracts (Funded Partners Only)	<ul style="list-style-type: none"> <li>Contracts – a competitive process based on the municipality’s procurement policy should be followed when procuring contracted services</li> <li>Contract salary, fringe benefit, indirect, travel, and other costs should follow instructions within direct salary, fringe benefit, travel and other costs.</li> <li>Consultant or contractor fees.</li> <li>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.</li> </ul>
Travel (Sites Only)	<ul style="list-style-type: none"> <li>Travel directly related to the purpose of the grant.</li> <li>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.</li> <li>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.</li> </ul>
Equipment (Sites Only)	<ul style="list-style-type: none"> <li>Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment (e.g., communication, IT, etc.).</li> </ul>
Supplies (Sites Only)	<ul style="list-style-type: none"> <li>General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li> </ul>
Other (Sites Only)	<ul style="list-style-type: none"> <li>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. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated.</li> <li>Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, 4% grant administration costs.</li> </ul>

**Table 2. Unallowable cost categories.**

Unallowable Budget Cost Categories	Explanation of Unallowable Costs
Contracts (Funded Partners Only)	<ul style="list-style-type: none"> <li>▪ No grant funds may be used for incentives without prior written approval from OGR.</li> <li>▪ No grant funds may be used for a cash reserve.</li> <li>▪ No grant funds may be spent on food or beverages.</li> </ul>

### 3.3.5 Certification of Compliance with Submission of Crime Reporting Data (*Attachment E*)

Applicants must include a letter from *each* partnering police department attesting the submission of crime data through August 31, 2016. If the data has not been submitted through August 31, 2016, the letter should indicate a plan for the department(s) to submit the data no later than December 1, 2016. If the department received Shannon funds in 2016 and has not submitted data through August 31, 2016, provide explanation why the department is not in compliance. Furthermore, once 2017 awards are made, departments must maintain compliance with the requirement to submit data. Refer to *Attachment E* for more information.

If it cannot be affirmed that data has been submitted in a timely fashion for Crime Reporting and/or Juvenile Lockup Reporting of *Attachment E*, please attach a separate sheet outlining your plan to become compliant with these reporting requirements by December 1, 2016.

Should your application be deemed eligible for an award, the issuance of a contract and/or funding will be placed on hold until all partnering police departments are in compliance with the crime reporting data and juvenile lockup data submission through December 1, 2016.

### 3.3.6 Contractor Authorized Signatory Listing (*Attachment F*).

Complete this form as instructed.

### 3.3.7 Letter of Collaboration (*Attachment G*).

For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded (see [Procurement 2.3.2](#)).

### 3.4 Additional Material (*Attachment H*)

Attach any additional material, including but not limited to community assessments, cooperative agreements or letters of support to demonstrate collaboration, and press clippings or survey results that illustrate the community crime problems, etc.

Applicants should be aware that award determinations will be based primarily on the information provided in the application, with additional material used only to clarify or augment points made in the application. Please note that additional material will not be returned.

### 3.5 Submission Process and Deadline

Complete grant applications must be mailed or hand-delivered<sup>7</sup> to:

The Executive Office of Public Safety and Security  
c/o Michael Bishop  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116

ONE ORIGINAL and FOUR COPIES of the proposal **must be received no later than 4:00pm on October 20, 2016**. *Attachment A* must be submitted via email as a fillable PDF, and as a hard copy (signed in **BLUE INK** by the authorizing official). *Faxed proposals will not be accepted.*

### 3.6 Proposal Review Process

Applications will be subjected to a competitive review process. Each application will be evaluated based on the following:

- **Saliency of Gang Violence Problem Statement as depicted by statistical data.**  
The statistical evidence/crime data included in the application will be used to determine the magnitude and prevalence of the gang problem at the applicant site, as well as the necessity for, and level of, funding awarded. The gang problem should be reflective of the applicant's gang definition.
- **Link between the Gang Violence Problem Statement and the proposed strategy.**  
The statistical evidence/crime data included in the application will be used to determine whether the proposed strategy, strategy outcomes and proposed funded partners are the most relevant and effective means of combatting the site's gang violence problem, as modeled by OJJDP's multi-faceted Comprehensive Gang Model and evidence-based practices. The methods used to identify the strategy and gaps of service will also be taken into consideration.
- **Justification for participant eligibility.**  
The *Gang Violence Problem Statement*, proposed strategy, strategy outcomes, and funded partners will be evaluated to determine if the target population to be served aligns with the requirements of the *Shannon youth definition*.
- **Collaboration with other funding sources.**  
Grantees will be expected to demonstrate how Shannon CSI funds will be used in collaboration with existing community resources and funding streams to combat gang violence within the community.
- **Consistency between the proposed budget and strategy.**  
The proposed Budget Excel Workbook and Budget Narrative will be evaluated to ensure that the approved cost categories are comprised of items which ensure proper implementation and maximum effectiveness of the proposed strategy.

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<sup>7</sup> If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor.

## SECTION 4 - NOTIFICATION OF AWARDS

All final funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about December 2, 2016.

## SECTION 5 - PROPOSAL CHECKLIST

- ☐ **Cover Page** (*Attachment A*) -A completed Grant Application Cover Page submitted electronically as a fillable PDF and as a hard copy
- ☐ **Program Narrative** (*Attachment B*)
- ☐ **Budget Excel Workbook** (*Attachment C*)
- ☐ **Budget Narrative** (*Attachment D*)
- ☐ **Certification of Compliance with Submission of Crime Reporting Data** (*Attachment E*)
- ☐ **Contract Authorized Signatory Listing** (*Attachment F*)
- ☐ **Letter(s) of Collaboration** (*Attachment G*)
- ☐ **Additional Material** (*Attachment H*)
- ☐ **Submit one original and four copies of the proposal to:**

The Executive Office of Public Safety and Security  
c/o Michael Bishop  
Office of Grants and Research  
Ten Park Plaza, Suite 3720  
Boston, MA 02116