

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



**State Fiscal Year 2019  
2019 Senator Charles E. Shannon, Jr. Community Safety  
Initiative (CSI)  
Shannon CSI Statewide Research Partner  
Availability of Grant Funds**

**Charles D. Baker  
Governor**

**Karyn E. Polito  
Lieutenant Governor**

**Thomas A. Turco, III  
Secretary**

**Kevin J. Stanton  
Executive Director**

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

Availability of Grant Funds (AGF)  
2019 Senator Charles E. Shannon, Jr. Community Safety Initiative  
Shannon CSI Statewide Research Partner

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 2019, An Act Making Appropriations for the Fiscal Year 2019.

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 support regional and multi-disciplinary approaches to *combat gang violence* through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs. The Statewide Research Partner (SRP) assists all funded Shannon CSI sites, Local Action Research Partners (LARPs), and OGR by providing strategic, analytic, and research support.

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SECTION 1 - IMPORTANT HIGHLIGHTS

*1.1 Key Dates:*

AGF Posted:	April 26, 2019
Letter of Intent due:	May 10, 2019
Proposals due:	May 24, 2019, No later than 4:00 pm
Award Announcements Anticipated:	On or about June 14, 2019
Anticipated Grant Period:	On or about July 1, 2019 through June 30, 2020

<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)

### 1.2 Eligibility

- Public and quasi-public entities or not for profit research entities established to fulfill a primary public purpose.

### 1.3 Total Funding Available

- EOPSS will make one award (maximum \$125,000).
- Applicants should provide budgets for twelve (12) months of funding.
- Not more than 4% of the total grant amount requested may be for administration of the program.

### 1.4 Project Duration

- The anticipated funding cycle for projects will begin on **July 1, 2019 and end June 30, 2020**. Due to funding limitations, EOPSS may award full funding, partial funding, or no funding.

### 1.5 Purpose

- The SRP will assist the OGR, Shannon CSI site program directors, LARPs, steering committees, and funded program partners by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that goals of the funded Shannon CSI programs are within scope, on schedule, and within budget.

### 1.6 Letter of Intent and Application Questions

- Applicants intending to apply for the FY2019 Shannon SRP AGF **must** mail or fax a non-binding letter of intent by May 10, 2019. Fax letters to 617-725-0260 and/or 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-A  
Boston, MA 02116

### 1.7 Application Questions

- OGR will accept written questions regarding this AGF until **May 10, 2019**. Submit questions via email to: [eopsshannon@mass.gov](mailto:eopsshannon@mass.gov). Responses to all questions will be posted no later than **May 15, 2019** at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. *Responses will not be provided for questions submitted after May 10, 2019.*

## SECTION 2 - GRANT COMPLIANCE DETAILS

### *2.1 Fund Disbursement*

- The SRP will receive 50% of their award upon the execution of the 2019 SRP contract. The remaining 50% of the award will be distributed within 60 days of the execution of the 2019 SRP contract.

### *2.2 Project Duration*

- Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on or about **July 1, 2019 and end June 30, 2020**.

### *2.3 Sub-recipient Requirements*

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

#### *2.3.1 Grants Management*

- OGR sub-recipient grant conditions must be signed and dated.
- OGR will require the individual acting as the SRP to act as the single point of contact for grant management.
- Submission of satisfactory, accurate, and timely programmatic and quarterly financial reports.
- Identification of the project director and their contact information.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI SRP funded project (see [Table 1](#) and [Table 2](#) for detailed allowable and unallowable cost descriptions).
- Supplanting of funds is strictly prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

#### *2.3.2 Procurement*

- Grant 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 SRP grant award, shall include the provisions of the OGR Standard 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 grant folder before an award is made.

### 2.3.2 Procurement (continued)

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and the 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.
- 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 or 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

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

#### *The SRP will:*

- Review and analyze Shannon CSI program reports and provide a summary to OGR on a bi-annual basis that will:
  - Update OGR on the progress of activities funded with Shannon CSI resources.
  - Update OGR on changes in Shannon CSI youth target populations (both those being served and trends in the environmental impacts on the target population).
  - Identify sites and specific programs whose progress reports need improvement.
  - Identify sites and specific programs that have achieved significant success.
  - Identify sites and specific programs that are experiencing challenges in implementing activities successfully.

### 2.3.3 Other Requirements (continued)

- Inform the OGR, Shannon CSI site program directors, LARPs, funded program partners, and other program stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches, like OJJDP's Comprehensive Gang Model. This information should be used to guide Shannon CSI program strategies.
- Assist OGR, Shannon CSI site program directors, and LARPs in assessing the reliability of the individual risk assessment tool to be used for identifying at-risk and high-risk youth participating in the Shannon CSI funded programs.
- Assist Shannon CSI site program directors *without* LARPs in researching, developing, and implementing community risk assessments, based on the OJJDP model, to be used for identifying strategies, or gaps in services, needed to address the community-specific *gang violence problem*.
- Present recommendations and proposed suggestions to OGR based on:
  - Outcomes and performance of the funded Shannon CSI programs
  - Knowledge gained from research and evaluation literature
- Minimal recommendations should:
  - Suggest improvements to services
  - Improve communication and collaboration among OGR, Shannon CSI program directors, LARPs, and other Shannon CSI stakeholders
  - Identify gaps in Shannon CSI programming
  - Determine emerging trends based on empirical research
  - Advance means of data collection
- All recommendations should also be communicated to OGR via the bi-annual reports.
- Be responsible for producing the following:
  - **One-page brief** summarizing the impact of (1) Shannon CSI statewide and (2) each individual Shannon CSI site. The one-page briefs will outline the funded partners, allocation of funds for each of the five core elements in the Comprehensive Gang Model, contextual data on youth and gang violence (e.g., number of gangs in each Shannon CSI site, percentage of gang members under 25, crimes committed, etc.), program successes, and outputs (i.e., number of youth served and services provided). These reports shall be provided to OGR formatted with Microsoft Publisher, or other publishing software agreed upon with OGR, by March 15, 2020. *Applicant will be required to provide a work plan outlining the necessary steps and corresponding dates to complete the briefs by March 15, 2020. This work plan should be included within [Additional Material \(Attachment F\)](#).*
  - **Comprehensive written report** which summarizes relevant historical trend data on the Shannon program to date; uses quantitative analyses to demonstrate the impacts activities representing the five core elements of the Comprehensive Gang Model in each Shannon CSI sites; details successes and challenges faced by the Shannon CSI communities and recommendations for improvement. This report shall be provided to OGR by May 31, 2020.

### 2.3.3 Other Requirements (continued)

- Provide and/or facilitate technical assistance for OGR, Shannon CSI site program directors, LARPs, and funded program partners on relevant topics such as, but not limited to, use and implementation of individual and community risk assessment tools, Google Docs platform, etc., on an as-needed basis.
- Attend all scheduled technical meetings or other trainings deemed mandatory by OGR.
- Submit complete and accurate programmatic and financial reports to OGR by the submission due date.

## SECTION 3 - APPLICATION PROCESS

### 3.1 Application Instructions

Acceptable applications will use:

- One original and four copies of the proposal.
- Templates for Attachments A-F
- Format should be typed, single-spaced, 12-point font with one-inch margins
- Paperclips to affix applications

### 3.2 Required Sections

#### 3.2.1 Cover Page (Attachment A)

- Complete with the **Program Manager** name and contact information for the individual acting as the SRP even if that individual is operating as a contractor.
- Submit hard copy, signed and dated in **BLUE INK**.

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

#### 3.2.2 Program Narrative (Attachment B)

- **Program Strategy**

##### 1. Action Research

- Explain the methods the SRP applicant will use to provide strategic, analytic, technical, and research support when assisting OGR, the Shannon CSI sites, LARPs, funded partners, Shannon CSI sites without LARPs, and other stakeholders in improving or maintaining the Shannon CSI program and outcomes.
  - How will data be collected and analyzed?
  - How will this information be communicated to relevant stakeholders?

### 3.2.2 Program Narrative (Attachment B) (continued)

- How will the SRP applicant inform OGR, the Shannon CSI sites, funded partners, LARPs, Shannon CSI sites without LARPs, and other stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches like OJJDP's Comprehensive Gang Model?
  - What methodology/steps will be used for collecting, organizing, and archiving this information for ease of accessibility for all stakeholders?
- How frequently will the SRP applicant present recommendations and proposed suggestions (as outlined in *Other Requirements*) to OGR, the Shannon CSI sites, LARPs, Shannon CSI sites without LARPs, and funded partners?

## 2. Shannon CSI SRP Collaboration Efforts

### Collaboration efforts with Shannon CSI LARPs and OGR:<sup>2</sup>

- Explain how the SRP applicant will coordinate regular communications to the LARPs and OGR. Regular communications include, but are not limited to:
  - Requests for updates on LARP activities and the activities of the Shannon CSI sites
- Discuss relevant LARP issues and/or topic ideas to be covered at up to two semi-annual meetings hosted by the SRP for the LARPs, Shannon CSI sites, funded partners, and OGR in attendance.

### Collaboration efforts with Shannon CSI sites without a LARP:

- Detail the capacity and staff that will be allocated to specifically work as the LARP for Shannon CSI sites without LARPs. Shannon CSI communities that do not have a LARP during FY2019/2020 include, but could change given unforeseen events:
  - Pittsfield
  - Taunton/Attleboro
- Discuss the frequency of which the SRP applicant will perform regular visits with the Shannon CSI sites without LARPs to discuss any relevant issues or provide technical assistance.
- Explain how the SRP applicant will coordinate regular communications. Regular communications include, but are not limited to:
  - Requests for updates on Shannon CSI site and funded partner activities

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<sup>2</sup> Shannon CSI LARPs receiving FY2019 funding include: Clark University (Worcester), Community Resources for Justice (Fall River), Institute for Community Health (Fitchburg), Kelley Research Associates (Brockton), Northeastern University (Boston), North Shore Community College (Lynn), Sean Verano (New Bedford), University of Massachusetts-Amherst (Holyoke and Chicopee), University of Massachusetts-Boston (MAPC), University of Massachusetts-Lowell (Haverhill/Methuen, Lawrence, Lowell).

All LARPs have one year, competitive contracts. As a result, in FY2019, this list may be subject to change.



### 3.2.2 Program Narrative (Attachment B) (continued)

- Updates to the Shannon CSI site directors on any reporting or programmatic implementation concerns identified through the quarterly progress reports

#### 4. Individual Risk Assessments

##### Assessing the reliability of the individual risk assessment tool:

- Explain how the SRP applicant would assess the reliability of the individual risk assessment tool during the early stages of implementation.
- Explain how the SRP applicant will use information gleaned from the assessment to adjust implementation of the individual risk assessment tool and/or the tool itself.
- Explain how the SRP applicant will share feedback to sites on ways to enhance the implementation of the individual risk assessment tool.

#### 5. Google Docs Reporting

- Explain how the SRP applicant will assist OGR, Shannon CSI site directors, LARPs, Shannon CSI sites without LARPs, and funded partners to ensure timely and accurate quarterly programmatic reporting within the Google Docs platform. Explanations should include:
  - How the SRP applicant will assist with review and validation of the data, and liaise with OGR, Shannon CSI site, Shannon CSI sites without LARPs, and funded partners.
  - How the SRP applicant will provide technical assistance related to the Google Docs platform (i.e., periodic check-ins, scheduled meetings, etc.) for OGR, Shannon CSI sites, Shannon CSI sites without LARPs, and funded partners.
  - How the SRP applicant will assist OGR in development and maintenance of the Google Docs reporting forms.

### 3.2.3 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* and *Table 2*). Estimated costs must be identified.

SRP applicants must be the entity that intends on acting as the SRP. Applications cannot be submitted on behalf of an SRP applicant with the intention of **contracting out 100% of the SRP funds**.

### 3.2.4 Budget Narrative (Attachment D)

Submit a Budget Narrative to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line item links to the

### 3.2.4 Budget Narrative (Attachment D) (continued)

applicant's proposed strategy (see *Table 1* and *Table 2*). Activities and programs referenced in the proposed strategy should be outlined in the Budget Narrative to be considered for funding.

SRP applicants must be the entity that intends on acting as the SRP. Applications cannot be submitted on behalf of an SRP applicant with the intention of **contracting out 100% of the SRP funds**.

**Table 1. Allowable cost categories.**

Allowable Budget Cost Categories	Explanation of Allowable Costs
Personnel	<ul style="list-style-type: none"> <li>Full or part-time regular salaried employees working on the grant.</li> </ul>
Fringe	<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>
Contract/Consultants	<ul style="list-style-type: none"> <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 OGR.</li> <li>Contracts – a competitive process based on the agencies procurement policy should be followed when procuring contracted services.</li> <li><i>Contract salary, fringe benefit, travel, and other costs should follow instructions within direct salary, fringe benefit, travel, and other costs category.</i></li> </ul>
Local Travel	<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> </ul>
Equipment (communication, IT, etc.)	<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.</li> </ul>
Supplies	<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	<ul style="list-style-type: none"> <li>Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, 4% grant administration costs).</li> <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> </ul>

**Table 2. Unallowable cost categories.**

Unallowable Budget Cost Categories	Explanation of Unallowable Costs
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Other	<ul style="list-style-type: none"> <li>• No grant funds may be spent for construction, office furniture, or other like purchases.</li> <li>• No grant funds may be spent for food or beverages for any meeting, conference, training, or other event.</li> </ul>
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### 3.2.5 Contractor Authorized Signatory Listing (Attachment E)

Complete this form as instructed.

### 3.3 Additional Material (Optional -Attachment F)

Applicants may attach any additional material that may be helpful to reviewers, including but not limited to 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 evaluation 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.

### 3.4 Submission Process and Deadline

Completed applications must be mailed or hand-delivered<sup>3</sup> to:

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

**ONE ORIGINAL and FOUR COPIES** of the proposal **must be received by 4:00pm on May 24, 2019**. *Attachment A* must be signed and dated in **BLUE INK** by the authorizing official. *Faxed proposals will **not** be accepted.*

## SECTION 4 - NOTIFICATION OF AWARDS

All 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 **June 14, 2019**.

## SECTION 5 - PROPOSAL CHECKLIST

- ☐ Cover Page (*Attachment A*)
- ☐ Program Narrative (*Attachment B*)
- ☐ Budget Excel Workbook (*Attachment C*)
- ☐ Budget Narrative (*Attachment D*)

<sup>3</sup> If you choose to hand deliver the proposal, please note a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor.

- ☐ Contract Authorized Signatory Listing (*Attachment E*)
- ☐ Additional Material (*Optional-Attachment F*)