

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

AGF Questions & Answers

Q. Where are the grant conditions that must be signed and dated? When do they have to be submitted?

A. The grant conditions will be sent to the applicant that receives the Shannon CSI SRP award at the time of contracting. This document will need to be submitted to OGR before the contract can be executed.

Q. How are the reports to be submitted to the Offices of the Massachusetts Inspector General? Via email or hardcopy?

A. Report formats can be found here: <http://www.mass.gov/auditor/report-fraud-and-waste.html>

Q. How will the vendor receive the Shannon CSI program reports?

A. The vendor will receive the Shannon CSI program reports electronically via a Google Docs platform.

Q. Would OGR be open to using a more modern method of formatting, such as Microsoft Word or Adobe PDF rather than Microsoft Publisher, when providing reports to OGR?

A. OGR would be open to discussing the format of the reports.

Q. What is the submission due date for the 'complete and accurate programmatic and financial reports'?

A. The program reports are due after the first six months and after 12 months of each calendar year. The Financial reports are due quarterly.

Q. Can the narrative be formatted using a Word document or does it have to be within the PDF form for Attachment B?

A. The narrative will need to adhere to the formatting within the PDF document.

Q. Is there a Google Docs account that the vendor will be required to use, or will the vendor need to create an account for collaboration?

A. There is an existing Google Docs account.

Q. Is there a character/word count limitation to the program narrative content?

A. Each section within the AGF lists the maximum page limit.

Q. Within the Google Docs account, is there any PII data entered or hosted that falls under MA statutes?

A. No.

Q. How is the agency using Google Docs? Is it only as a collaboration tool? Is it only Docs, and/or Sheets, and/or Slides that the vendors are expected to use? Is data housed in any (Docs, Sheets, Slides)?

A. Google Docs is platform for the sites to use to report biannual programmatic data and for the SRP to review, analyze and aggregate the reported information.

Q. Not more than 4% of the total grant amount requested may be for administration of the program. Please define what is considered by EOPSS as 'administration of the program'.

A. EOPSS/OGR would consider any other costs (outside of Personnel, Fringe, Contracts, Travel and Equipment) that a vendor would incur to administer a project. For example, if a vendor incurred costs from their finance or contracts department(s) to process vendor related expenses and contracting materials during the contract period.