

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



**State Fiscal Year 2020  
Massachusetts Municipal Public Safety Staffing  
Police and Fire  
Availability of Grant Funds**

**Release Date: Wednesday, October 2, 2019**

**Eligibility**

**Eligible applicants are limited to:** communities that have populations of at least 60,000 and demonstrate that their police departments had an operating budget per capita of less than \$200 in 2010  
(See "[Applicant Eligibility](#)")

**Deadlines**

**Applications are due by Thursday, October 31, 2019**  
(See "[Submission Checklist/Helpful Hints](#)")

**Charles D. Baker  
Governor**

**Karyn E. Polito  
Lieutenant Governor**

**Thomas A. Turco, III  
Secretary**

**Kevin J. Stanton  
Executive Director**

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

**SFY20 Massachusetts Municipal Public Safety Staffing**  
**Police and Fire**  
**Availability of Grant Funds**

**A. Overview**

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

Pursuant to funds appropriated in Chapter 46 of the Acts of 2019, the Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) is pleased to announce the Availability of Grant Funds (AGF) for municipalities meeting the criteria as detailed in the appropriation language below:

1599-0026 For a reserve to support municipal improvements; provided, that not more than \$4,750,000 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 the executive office; provided further, that the grants shall be awarded to communities that have populations of not less than 60,000 and demonstrate that their police 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 2019; provided further, that not more than 4 per cent of funds appropriated for the grant program shall be expended for the administrative costs of said program; provided further, that not later than February 14, 2020, each state entity administering grant funds through this item shall submit a report to the house and senate committees on ways and means detailing grants awarded through this item and the criteria used for distribution.

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.

**B. Key Dates**

Application Posted: **Wednesday, October 2, 2019**

Questions Submitted to OGR: **Wednesday, October 9, 2019**

Application Deadline: **Thursday, October 31, 2019, 4PM**

Anticipated Award Announcements: **December 2019**

Anticipated Grant Period: **January 1, 2020 – December 31, 2020**

**C. Applicant Eligibility**

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

| Massachusetts Department of Revenue<br>Division of Local Services<br>Municipal Databank/Local Aid Section |                           |                           |  |                           |
|---|---------------------------|---------------------------|--|---------------------------|
| Municipality-<br>DOR Code   | Census 2012<br>Population | Census 2010<br>Population | FY 2010 Police<br>Department<br>Expenditure <sup>1</sup> | Per Capita<br>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 funds are for both *public safety and emergency staffing* thus allowing municipalities to utilize funds for **police** and/or **fire** needs. The Mayor/City Manager for each municipality must determine whether applications for funding will be submitted for police and/or fire, and how much will be appropriated to the respective department.

### **D. 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.

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

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

##### **1. Submit Questions to OGR.**

Parties with questions regarding the application process for the SFY20 Municipal Staffing Grant should submit questions to [eoopssmunistaffing@mass.gov](mailto:eoopssmunistaffing@mass.gov) by **Wednesday, October 9, 2019**. All questions and answers will be posted to <https://www.mass.gov/service-details/justice-and-prevention-grants>.

##### **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: [eoopssmunistaffing@mass.gov](mailto:eoopssmunistaffing@mass.gov). Note: this is *in addition* to mailing a signed original application (Attachment A and/or B) and the required supporting attachments (C – E) to the 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** page 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.

**Application Questions**

Parties with questions regarding the application process for the SFY20 Municipal Staffing Grant should submit questions to [eopssmunistaffing@mass.gov](mailto:eopssmunistaffing@mass.gov) by **Wednesday, October 9, 2019**. All questions and answers will be posted to <https://www.mass.gov/service-details/justice-and-prevention-grants>

**Grant Review Process**

OGR 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 in December 2019 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 OGR on a quarterly basis. Failure to comply with the grant's programmatic and/or fiscal 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 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: all SFY18 funded municipalities must be in compliance with all programmatic and fiscal reporting requirements in order to receive a SFY19 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)

### **F. Submission Checklist/Helpful Hints**

- **Submit electronically** one *unsigned* PDF version of Attachment A and/or Attachment B to:  
[eopssmunistaffing@mass.gov](mailto:eopssmunistaffing@mass.gov).
- **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 Thursday, October 31, 2019 by 4PM.**

Applications should be mailed or delivered to:

**Office of Grants and Research  
Ten Park Plaza, Suite 3720-A  
Boston, MA 02116  
Attention: Emily Fontaine**