

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



**Fiscal Year 2021
Residential Substance Abuse Treatment
For State Prisoners Formula Grant Program
Availability of Grant Funds
Competitive Opportunity**

Release Date: August 6, 2021

Applications are due by September 1, 2021
(See [Grant Submission](#))

**Charles D. Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Terrence M. Reidy
Acting Secretary**

**Kevin Stanton
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
Residential Substance Abuse Treatment for State Prisoners (RSAT) Grant Program
Availability of Grant Funds (AGF)

Applications Due: Wednesday, September 1, 2021 by 4:00pm

Program Overview

The Executive Office of Public Safety and Security’s Office of Grants and Research (OGR) is responsible for administering the Federal Residential Substance Abuse Treatment for State Prisoners Formula Grant Program (RSAT Program). The RSAT Program allows state and county correction facilities to re-examine the manner in which they provide substance abuse treatment to both males and females in their custody, with the goal of breaking the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process.

Subject to the availability of federal funds, OGR intends to make available up to **\$230,000** for the implementation of either residential or jail-based treatment programs. Proposals for residential programs will be given priority because of a stated Federal preference. An agency that applies for a jail-based treatment program must demonstrate and document it is not able to provide a residential treatment setting. Applicants proposing residential treatment programs may apply for up to **\$30,000**. Applicants proposing jail-based treatment programs may apply for up to **\$25,000**. A match of at least 25% of the total cost of the program must be provided by your agency. Actual award amounts are subject to the availability of funds.

Please thoroughly review this Availability of Grant Funds (AGF) document and all related attachments before developing your application.

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Key Dates

Proposals Due: Wednesday, September 1, 2021

Award Announcements: mid-September 2021

Anticipated Grant Period: October 1, 2021 – September 30, 2022

Applicant Eligibility

This is a competitive process. The eligible state agencies include the Massachusetts Department of Correction and the Massachusetts sheriffs’ departments.

I. Important Highlights

Program Requirements

Residential Treatment Programs:

- Must last up to 12 months. If possible, participation should be limited to inmates with 6 to 9 months remaining in their confinement so they may be released from prison instead of returning to the general prison population after completing the program.
- Must provide services in a residential treatment facility that is a dedicated housing unit - a completely separate facility from the general population, exclusively for RSAT participants.
- Must focus on the substance abuse problems of the inmate.
- Must develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Must track participants' progress and include an evaluation method to assess the outcome.
- Program design must be based on effective, scientific practices.

Jail-based Treatment Programs:

- Must be a minimum of 3 months in duration.
- Must strive to separate the treatment population from the general population.
- Must focus on the substance abuse problems of the inmate.
- Must develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Program design must be based on effective, scientific practices.
- Must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Must include an evaluation method to assess outcome, and track participants' progress.

Required for All Applicants: Aftercare Services

In accordance with a new requirement of the U.S. Department of Justice (DOJ), applicants must describe how they will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided with **aftercare services**. An applicant must describe the **aftercare services** that will be provided. Further, applicants must describe how the department will ensure providers furnishing **aftercare services** are approved by the appropriate State or local agency, and are licensed, if necessary, to provide medical treatment or other health services.

Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. State correctional and local substance abuse treatment programs are encouraged to work together to place program participants in residential correctional facilities that meet the RSAT Program's primary requirements.

Grant Period

Applicants may apply for **up to 12 months of funding**. The anticipated program period for this funding cycle is on or about October 1, 2021 – September 30, 2022.

II. Grant Compliance Details

Fund Disbursement. This is a cash reimbursement grant. Details about financial reporting requirements will be provided at the time awards are made.

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

1. *Grants Management*

- Sub-recipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com. Individuals are exempt from this requirement.
- Sub-recipients of federal funds must maintain current registration in the System for Award Management (SAM) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures may be accessed at www.sam.gov. IMPORTANT: You must contact the federal government directly, through the websites provided, to receive a DUNS Number and SAM registration. Please do not contact OGR; OGR cannot facilitate these federal requirements for your agency.
- Units of local government and non-profit sub-recipients that expend \$750,000 or more in a year in federal award funds shall have a single or program-specific audit conducted for that year, in accordance with federal financial assistance audit requirements. This federal reporting requirement is referenced in the 2 CFR §200.501 subpart F. To learn more about this requirement: [Title 2 Part 200 Subpart f - Code of Federal Regulations \(ecfr.io\)](https://www.ecfr.gov/current/title-2/chapter-200/subchapter-f).
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports (including match) with all required back-up documentation is required.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. DOJ. Data must be reported quarterly.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews, is required.
- Grant funds are subject to federal accounting and audit requirements, including the prohibitions on co-mingling funds. Organizations that receive RSAT funding along with other federal funds, must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- Expenses paid with grant funds must be direct and specific to the implementation of the RSAT funded program.

- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the RSAT funds shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. 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.
- No grant funds may be expended for food or beverages.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. Procurement

- Sub-recipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the RSAT award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. 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; mark the letter **Attachment C**.*
- 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.
- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or units of local government.

3. Other Requirements

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by OGR prior to contracting.
- In accordance with civil rights laws and regulations, sub-recipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, sub-recipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.
 - Sub-recipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.

- The Anti-Lobbying Act of 18 U.S. Code §1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, sub-recipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.

4. *Reporting Alleged Waste, Fraud and Abuse*

It is the responsibility of the sub-recipient to report alleged Fraud, Waste, 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 federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

- U.S. Department of Justice
Office of the Inspector General Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>
- 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
- Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. How to Apply

Applicants must complete each of the following sections as part of the Application Response. This section describes: (A) application requirements, (B) the proposal review criteria, and (C) submission process.

(A) Application Requirements

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals. The following proposal components are required.

Application Template (Fillable PDF Attachment A)

Application templates must be completed as outlined in this section. Applications will be considered invalid (not considered for funding) unless a senior official from the applicant agency has signed and dated the cover page.

Applicant Information

- Applicant, program director and fiscal contact information

Program Information

- Program name, type of agency, program type (residential or jail-based treatment)
- Summary of the Proposed Program (250 characters)
- Assurances and signature of senior department/agency official

Program Narrative

The narrative is comprised of four components: Statement of the Problem; Program Description; Program Goals and Objectives, Activities, Timeline, and Performance Measures; and Budget Narrative.

a. *Statement of the Problem/Needs Assessment (2-page limit)*

This section should describe the problem and the need for the proposed program.

- State clearly whether this request is to support a new Residential/Jail-Based Substance Abuse Treatment Program or an expansion/continuation of existing efforts.
- Identify and provide the current status of any other existing RSAT program within the applicant agency.
- Describe any other funding resources, if available, that are/will be available to support the new or existing RSAT program.
- Describe the need, nature and extent of the problem to be addressed and its effect or consequences for the community and the target population.
- Describe the target population by using demographic and other data where possible. Include complete references.
- Support your statements with statistical or other factual information or relevant literature. The sources or methods used for assessing the problem should also be described.

b. *Program Description (3-page limit)*

This section should address both the scope and intent of the program and how it will address the problem.

- An agency that applies for a jail-based treatment program must demonstrate and document that it is not able to provide a residential treatment program.
- Describe the activities to be conducted by the residential treatment program or the jail-based treatment program and its desired impact and address the following:
 - What types of short and long-term changes are anticipated as a result of the program?
 - Is the anticipated impact of the program significant, yet reasonably achievable within the

- program period?
 - Since your program provides direct services to clients, include criteria to determine when clients have successfully completed the program.
 - Describe what risk factors will be addressed by the program.
 - Describe the link between research (science-based evidence) and the proposed program and the evaluation results of the model program to be replicated. In a difficult budget climate, it is critical that grant dollars are spent on programs whose effectiveness is proven.
 - Describe collaborations with community and business groups, government officials, parents, faith-based organizations, etc.
 - Describe how the agency will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided with aftercare services. An applicant must describe the aftercare services that will be provided. Further, applicants must describe how the department will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, and are licensed, if necessary, to provide medical treatment or other health services.
 - Past Progress for previous year(s) of funding under the RSAT program (if applicable).
 - Economic times are challenging; however, please describe efforts to be made to sustain the program for continuation once federal RSAT funds are exhausted. Include both efforts at obtaining funding as well as non-monetary means for sustaining a program.
 - Provide information about how the proposed program will address challenges created by the ongoing COVID-19 pandemic throughout the Commonwealth of Massachusetts.
- c. ***Program Goals and Objectives, Activities, Timeline and Performance Measures***
Applicants must clearly state the goals and objectives of what will be achieved with RSAT funding.

Goals: Goals are broad statements that describe the program's intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: Objectives describe the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must answer the questions: Who or what will change? Where will change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities and Timeline: List the programmatic activities to be carried out within the proposed program period. Please include:

- Start and end dates and list of major tasks/activities for implementing your program;
- When and where program components will take place;
- Who will carry out/participate in the activities and a description of how long it will take to complete each activity;
- Whom the program will serve; and
- Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

Performance Measures/Evaluation: List the performance measures that will demonstrate progress toward achieving the goal(s). Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of

developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, administrators will be able to identify and document:

- The program's success/failure at meeting its initial goals and objectives;
- Whether the program is serving the intended target population (e.g., number of offenders who completed the substance abuse treatment program);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and
- Whether the program is achieving its desired impact.

Realistic and adequate performance measures must be developed at the outset of the program. Applicants are expected to explain their plans to collect data and measure their program's progress in this section. The measures should be statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives. Clearly explain data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

Sub-recipient Requirements

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

Grants Management

If awarded, OGR requires:

- Full completion of the Interdepartmental Service Agreement (ISA), including the OGR sub-recipient grant conditions to be signed and dated.
- The submission of satisfactory and timely progress reports and quarterly financial reports. OGR will provide performance measures that must be reported.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings.
- Award sub-recipients must accept their award no later than 30 days from the award date. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.
- Sub-recipients are expected to initiate program activities within 90 days of a contract being executed, unless there are extenuating circumstances. The sub-recipient is responsible for reporting such circumstances to OGR.

Unallowable Activities

Twelve-Step Recovery Programs may not be paid for with these funds.

Federal Executive Order 13279, Executive Order 13559, and the DOJ's regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. *Twelve-Step recovery programs are considered inherently religious activities.*

Thus, RSAT applicants and eventual sub-recipients must carefully structure their programs and activities to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs. Sub-recipients must also ensure that twelve-step programs take place at a separate time or location and that substance-abuse treatment programs must make clear to both EOPSS and the RSAT participants that twelve-step programming is separate and distinct from DOJ funded programs. For further information, please go to the Frequently Asked Questions (FAQ) which may be found on the OJP's Office for Civil Rights' website at <https://ojp.gov/about/offices/ocr.htm>. One can also contact the Office for Civil Rights at (202) 307-0690.

Budget Narrative and Budget Excel Worksheet

The **Budget Narrative** section should outline the budget necessary to implement the proposed program and achieve its goals and objectives. ***Applicants** should submit a **budget** for 12 months of funding. Applicants must also complete a Budget Excel Worksheet (Refer to **Attachment B**). Please be sure to complete both the summary and detail worksheets and submit with your application response.

Allowable Cost Categories

- Direct **Salary** Costs.
- Direct **Fringe Benefit** Costs
 - Based on actual costs or an established formula from the fiscal unit in your organization.
- **Indirect** Costs
 - Only if the applicant has a federally-approved indirect cost rate). If the applicant's accounting system permits, costs may be allocated to the Other Direct cost categories in the budget.
- Direct **Contract/Consultant** Costs
- Direct **Local Travel** Costs
- Direct Supplies Costs
- Direct Equipment Costs
- **Other** Direct Costs (identify each item specifically)

Unallowable Costs

- Construction
- Funds *may not* be spent on food or beverages for trainings, conferences or staff meetings
- Twelve-Step Recovery Programs (see details on p. 8)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	<ul style="list-style-type: none"> - Full or part-time regular salaried employees working on the grant. - A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.
Fringe Benefit Costs	<ul style="list-style-type: none"> -Eligible costs include the <u>employer share</u> of the following: <ul style="list-style-type: none"> ✓ Life insurance ✓ Health insurance ✓ Social security costs ✓ Pension costs ✓ Unemployment insurance costs ✓ Workers compensation insurance - Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization (rate computations must be included). -Include copy of approved rate agreement in the application response.
Indirect Costs	<ul style="list-style-type: none"> - Costs can only be shown here if the applicant has a federally approved indirect cost rate. If the applicants accounting system permits, costs may be allocated to the applicable direct cost category in the budget including the category "other" if the costs being identified do not fit into one of the specific direct cost categories. -Include copy of rate agreement in the application response.
Consultants/ Contract Costs	<ul style="list-style-type: none"> - Consultant or contractor fees - 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 8- hour day or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception, not the rule.
Equipment	<ul style="list-style-type: none"> -Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Travel Costs	<ul style="list-style-type: none"> - Travel directly related to the purpose of the grant - 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. - 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.
Supplies	<ul style="list-style-type: none"> -Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	<ul style="list-style-type: none"> - Items (e.g., rent costs, telephone costs, training material costs)

Matching Funds

For each federal dollar awarded, the sub-recipient must provide a match toward the cost of the program. Federal grant funds provided may not exceed 75% of the total cost of your program. A match of at least 25% of the total cost of the program must be provided by your agency.

The 25% matching funds may be in the form of cash or in-kind contributions. For example, a total program cost of \$46,667 with a 25% matching requirement would be funded with \$35,000 in Federal dollars and \$11,667 in local match. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

$$\text{For example: } \frac{\$35,000}{.75} = 46,667 \quad .25 \times \$46,667 = \$11,667 \text{ match}$$

The grant amount plus the match equals the total program cost. Your agency is responsible for ensuring that a commitment for matching funds is available prior to submitting an application. The applicant must certify as part of its application that the required match will be made available for expenditures during the program period as part of this grant program. This certification is made by including the total match amount on the application form and signing the certified assurances document within the Application Template.

Grantees must maintain records that clearly indicate the source, the amount, and the timely expenditure of match contributions. All grant award recipients must provide the required match. There is no waiver provision for the match.

Match Timing

Matching contributions need not be applied at the exact time or in proportion to the obligation of Federal funds. The full matching share, however, must be obligated by the end of the contract period. Please note that OGR reserves the right to delay the Federal payment portions pending the receipt of documentation of the matching share.

Attachments for AGF Response

Applicants must complete specific attachments when responding to this AGF. Attachments A, B and D are included.

The required attachments are:

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Letter(s) of Collaboration (applicable if subgranting all or part of the requested federal funds to an implementing agency or independent contractor). Mark each letter as *Attachment C*.
4. Attachment D: Risk Assessment Form

(B) Proposal Review Process

This is a competitive grant and will be subject to a peer review process. It is the intent of OGR to distribute funding equitably and geographically throughout the Commonwealth. Applications will be reviewed and scored by three peer reviewers based on the following criteria:

- **Program Narrative** including clear statement of the problem, needs assessment, applicant experience/capability, and program description. (30 points)
- Realistic, thorough and achievable **goals, objectives, timelines, and activities**. Description of proposed **performance measures** and **data collection methods** used for quarterly reporting of progress and performance metrics (20 points)
- Reasonable and cost effective **budget** demonstrating allowable costs, compliance with state and federal rules, identification of matching funds and source, and direct support of proposed strategy/activities. (30 points)
- **Past performance**: The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. (10 points)
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.): 10 points

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. Awards may provide applicants with full or partial funding, based on reviewers' recommendation, availability of funds, applicant's past performance in managing OGR funding, and to ensure equitable distribution of funds throughout the Commonwealth. It is anticipated that the RSAT Program grant awards will be announced mid-September 2021.

(C) Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other documents: 1) Hard Copy and 2) Electronic

1: Hard Copy Submission

Applicants must submit **one (1) signed original** and **three (3) copies** of the documents listed below. The signed and completed Application Template and required documents must be received by the Office of Grants and Research **no later than 4:00 p.m. on Wednesday, September 1, 2021**. Faxed proposals will **not** be accepted. Please use binder clips or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

1. Attachment A: Application Template – Page 2 signed (in blue ink) and dated
2. Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)
3. Attachment C: Letter(s) of Collaboration (applicable if subgranting all or part of the federal funds to an implementing agency or independent contractor). Please mark each letter as *Attachment C*.
4. Attachment D: Completed Risk Assessment

Proposals must be mailed or hand-delivered* to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720-A
Boston, MA 02116-3933
Attention: Samantha Frongillo

* If hand delivering your proposal, note that a valid form of identification is required to enter the Ten Park Plaza Office Building beyond the 2nd floor. Building security will not allow entrance after 5:00 p.m. or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.

2: Electronic (email) Submission

Applicants must submit one (1) complete Application Template document electronically (Electronic Signatures are not necessary) as a PDF – not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template and Risk Assessment Form. Software necessary to open, complete, and save PDFs is available at <http://get.adobe.com>.

Applicants must submit the completed Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets). The Excel version of the Summary and Detail sheets (**not** a PDF – and **not** a scan) must be emailed.

Required Electronic Document:

Attachment A: Application Template

Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)

Attachment C: Letter(s) of Collaboration (if applicable)

Attachment D: Risk Assessment Form

Email above listed documents to samantha.frongillo@mass.gov **no later than 4:00 p.m. on Wednesday, September 1, 2021**. Please include your applicant name in the email subject line.

IV. 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 mid-September 2021.

V. Proposal Check Lists

Hard Copy Application Elements and Required Attachments:

- Please use Binder Clips or Paper Clips, *no staples allowed*;
- Application Template (**Attachment A**) signed and dated in **Blue Ink** and includes all required information.
- Budget Excel Worksheet (see **Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- Attachment C: Letter(s) of Collaboration (applicable if subgranting all or part of the requested federal funds to an implementing agency or independent contractor) Please mark each letter as Attachment C.
- Attachment D: Risk Assessment Form
- One original and three copies of all the application documents must be submitted.

Electronic Application Elements and Required Attachments:

- Attachment A: Application Template (PDF Format)
- Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets – in Excel format)
- Attachment C: Letter(s) of Collaboration (scanned)
- Attachment D: Risk Assessment Form (scanned)
- Electronic documents must be emailed to Samantha.Frongillo@mass.gov **no later than 4:00 p.m. on Wednesday, September 1, 2021**. Please include the applicant name in the email subject line.

For Information: Contact Samantha Frongillo at
Samantha.Frongillo@mass.gov or on the telephone at 617-725-3326