

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



# 2025 Shannon CSI Technical Assistance Training Session

Shannon Reporting Requirements and  
Guidance

March 4, 2025

*Emily Haines, Program Manager*  
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*Elizabeth Flynn, Division Manager*



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Justice and Prevention Division*

## Agenda

- **Introductions**
- **Grant Overview**
- **Reporting Schedule**
- **Quarterly Financial Reporting**
- **Grant Award Adjustment (GAM)  
Guidelines**
- **Questions**

# Upcoming Shannon Events

- ▶ Shannon Day on the Hill:  
*Tuesday March 11<sup>th</sup>, 12:30PM*  
*Massachusetts State House Room 428*  
Hosted by MAPC
- ▶ Shannon Leadership Forum:  
*Monday April 7<sup>th</sup>, 9:00AM*  
*Northeastern University*  
Hosted by the Shannon Statewide Research  
Partner- Northeastern University



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**Grant Overview**

**SFY25 Legislative Language**

8100-0111 For a grant program to be known as the Senator Charles E. Shannon, Jr. community safety initiative, to be administered by the executive office of public safety and security to support regional, multidisciplinary approaches to combat gang violence through coordinated programs for prevention and intervention, coordinated law enforcement, including regional gang task forces and regional crime mapping strategies, focused prosecutions and reintegration strategies for ex-convicts; provided, that the secretary of public safety and security shall distribute grant funds through a competitive grant program that gives preference to applications that: (i) demonstrate high levels of youth violence, gang problems and substance use in a region; (ii) demonstrate a commitment to regional, multijurisdictional strategies to deal with such community safety issues, including written commitments for municipalities, law enforcement agencies, community-based organizations and government agencies to work together; (iii) clearly outline a comprehensive plan that establishes measurable outcomes for municipalities to work with law enforcement, community-based organizations and government agencies to address gang activity; (iv) outline measurable outcomes that demonstrate program success, detail a plan for collecting data related to achieving those measurable outcomes and commit to sharing the data with the executive office; (v) make a written commitment to match grant funds with a 25 per cent match provided by either municipal or private contributions; and (vi) identify a local governmental unit to serve as the fiscal agent; provided further, that clusters of municipalities, in partnership with nonprofit organizations and other agencies, including district attorneys' offices, may apply for such grant funds; provided further, that such grant funds shall be considered 1-time grants awarded to public agencies and shall not annualize into fiscal year 2026 or subsequent years; provided further, that administrative costs for successful grant applications shall not exceed 10 per cent of the value of the grant; provided further, that no grant funds shall be awarded to the department of state police; provided further, that not later than August 15, 2024, the executive office shall publish guidelines and an application for the competitive portion of the grant fund program; provided further, that not later than December 16, 2024, grant funds shall be made available to applicants; provided further, that not later than 60 days after the distribution of the grant funds, the executive office shall submit a report to the executive office for administration and finance and the house and senate committees on ways and means detailing the distribution of the grant funds; provided further, that not less than \$400,000 shall be expended for targeted violence prevention initiatives at state or federally-assisted housing sites; provided further, that preference shall be given to sites that have been subject to enforcement actions by the United States Department of Justice; provided further, that not less than \$75,000 shall be expended for the Racism-based Violence Injury & Prevention Lab at Boston College to conduct a study evaluating the impacts of early life trauma on those incarcerated in the commonwealth for violent offenses; provided further, that notwithstanding any general or special law to the contrary, the department of correction shall permit investigators funded from this item access to inmates in correctional facilities for the purpose of completing said study \$13,332,730

# SFY25 Shannon & LARP Awardees

Grantee	Award Amount
Boston/Brookline	\$1,735,107.39
Brockton	\$775,475.14
Fall River	\$653,973.25
Fitchburg	\$479,882.76
Haverhill	\$310,466.65
Holyoke	\$606,446.54
Lawrence	\$299,866.91
Lowell	\$790,957.53
Lynn	\$446,354.29
MAPC	\$815,703.17
New Bedford	\$1,168,615.71
Pittsfield	\$439,015.06
Springfield	\$1,247,411.92
Taunton	\$161,352.96
Worcester	\$1,249,043.89
TOTAL	\$11,179,673.20

Grantee	Shannon CSI Site	Dollar Amount of Award
Boston University	MAPC	\$61,806.27
Bridgewater State,	Brockton	\$67,587.50
CERTE INC	Holyoke	\$77,550.00
Clark University	Worcester	\$66,554.97
Crime and Justice Institute	Fall River	\$66,394.04
Kelley Research Associates	Taunton	\$25,200.00
North Shore Community College	Lynn	\$42,000.46
Northeastern University	Boston	\$66,641.00
Salem State University	Springfield	\$46,475.13
Sean Varano	New Bedford	\$43,834.02
UMASS Chan Med School	Fitchburg	\$56,511.00
University of Massachusetts, Lowell	Lowell	\$59,327.00
University of Massachusetts, Lowell (Lawrence)	Lawrence	\$36,680.74
University of Massachusetts, Lowell Haverhill/Methuen	Haverhill	\$36,680.74
Westfield State	Pittsfield	\$32,300.35
TOTAL		\$ 785,543.22



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## Grant Overview

- ❑ 15 Shannon sites totaling \$11,179,673.20
- ❑ 15 LARPs totaling \$785,543.22
- ❑ Grant Project Period : **Start Date - 12/31/25**  
*(The start date is the date your Standard Contract Form was signed by our Executive Director, Kevin Stanton.)*
- ❑ All expenses must be obligated between these dates.



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## **Reporting Schedule**

<b>Reporting Period</b>	<b>Due Date</b>
Quarter 1: Contract start date - March 31, 2025	April 15, 2025
Quarter 2: April 1 - June 30, 2025	July 15, 2025
Quarter 3: July 1- September 30, 2025	October 15, 2025
Quarter 4: October 1 - December 30, 2025	January 15, 2026

- All awardees are required to submit a quarterly report by the due dates listed above.
- In addition to the quarterly financial/programmatic reports, all LARPs are required to submit 2 bi-annual programmatic reports; by July 15th and January 15<sup>th</sup>.



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## **Quarterly Reporting Forms**

### SFY2025 Senator Charles E Shannon Jr Community Safety Initiative Progress Report

- ❑ SFY2025 Quarterly Reports are to be submitted via the above link (new link this year)
- ❑ Each quarterly report requests:
  - Programmatic information (Activities and Impact)
  - Financial expenditure detail, which will require uploading your completed and signed Excel Financial Reporting workbook.
- ❑ Your agency's Excel Financial Reporting Workbook, which will reflect your approved budget, will be emailed to you within the next week





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## Quarterly Reporting Form Process

- 1) Receive link and Excel Financial Reporting Workbook via email from OGR
- 2) Open Excel workbook, input expenditures for that quarter. Save backup documentation (invoices, receipts, etc).
- 3) Sign Excel Workbook Q1 Budget Summary tab and save Excel workbook
- 4) Open [Shannon Site Reporting Form link from](#) OGR
- 5) Complete all questions in report
- 6) Upload the signed financial report in Excel format.
- 7) Digitally sign reporting form & submit\*

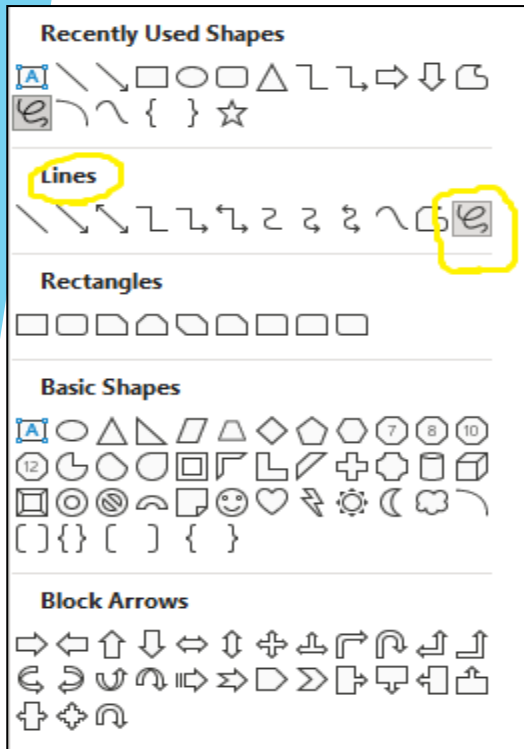
*\*note - you will be signing in 2 places - on the financial Excel workbook and on the online form*




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## Electronically Signing Excel Workbook

- ☐ At the top of Excel, click Insert, Shapes (In Illustrations).
- ☐ In the dropdown selection, choose the Freeform: Scribble option.
- ☐ After clicking this option, the user's mouse cursor will turn from an arrow to a pencil. The subrecipient is now able to sign the *Budget Summary* page
- ☐ To complete a signature, the user will need to hold down the mouse button for the duration of the signature. Any break in the signature, will cause the user to repeat the actions in order to complete the signature.



Total Costs	\$	-
Completed by		
Signature:		
Date:	February 23, 2023	
Print Name:	Steven Domings	
Email Address:	steve.m.domings@mass.gov	
certify that this report, schedules, statements, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State regulations and that the articles or services listed were		



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## **Quarterly Reporting Forms** ***Financial Reporting Guidance (Excel Workbook)***

- ☐ When completing the financial portion of the reporting forms, be sure to only include **approved** expenditures from OGR approved budget. Your agency's approved budget will already be entered into the form.
- ☐ For Shannon sites, all are required to monitor sub-awardees activity and manage the sub-awardees' Shannon-related expenses.
- ☐ Keep all invoices, receipts, and payroll records at the Shannon Site or LARP. Awardees do not need to submit them with the reports, but the site or LARP is responsible for retaining them.
  - ☐ For site visit purposes, please organize and save expenditure backup in quarterly folders, separated by cost category (digital backup is preferred).
- ☐ Requirements & descriptions for each budget category can be found on the reporting forms.
- ☐ **New:** If any changes need to be made to a previous quarter, those changes should be shown in the current quarter's expenditures.

# Grant Award Modifications (GAMs)



- All spending (ANY AMOUNT) exceeding an approved cost category's allocation as reflected in your approved budget, will require the awardee to complete the GAM form and submit to your OGR program coordinator for approval **prior** to spending.

As an example the image below reflects a quarterly report that will no longer be acceptable as there is spending exceeding the amount in the approved cost category.

Quarterly Cash Expenditures

Cost Categories	Approved Budget	Quarter 1	Quarter 2	Quarter 3	YTD Cash Expenditures	Balance
Contract Costs		\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Costs	\$ 40,000.00	\$ 30,000.00	\$ 10,010.00	\$ -	\$ 40,010.00	\$ (10.00)
Supplies Costs	\$ 20,000.00	\$ 15,000.00	\$ 2,500.00	\$ -	\$ 17,500.00	\$ 2,500.00
Other Costs		\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ 60,000.00	\$ 45,000.00	\$ 12,510.00	\$ -	\$ 57,510.00	\$ 2,490.00

The only exception may be the final quarterly report of the project period. Your grant manager has the discretion to approve spending exceeding \$1,000 per cost category in the final report without a GAM needed.

# Grant Award Modifications (GAMs)

- Total spending must never exceed the amount of the grant award.
- A GAM will be needed for any spending in a cost category that has not previously been approved.
- It is strongly encouraged that no more than three (3) GAMs occur during a given performance period. Additional requests may or may not be approved.
- All GAM requests must be submitted to OGR by November 15<sup>th</sup>.
- GAM requests received after the Contract start date, for costs that occurred during the project period, cannot be processed after the Contract has ended.



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# **OGR Contact Information & Questions**

## **Shannon CSI Resource Page**

[Shannon Community Safety Initiative \(CSI\) | Mass.gov](#)

## **Shannon LARP Resource Page**

[Shannon Community Safety Initiative Local Action Research Partner | Mass.gov](#)

*We look forward to scheduling site visits with all of you to observe the wonderful work this grant is funding.*

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