

Commonwealth of Massachusetts
Executive Office of Public Safety and
Security

Office of Grants & Research

Safer Schools and
Communities Initiative
Technical Assistance
Training Session

August 21, 2023

Beth Flynn, Division Manager

Emily Haines, Program Manger

Allison Garvey, Program Manager

Victoria Gouveia, Program Manager

Steve Domings, Budget Manager





*Office of Grants & Research
Justice and Prevention Division*

Agenda

- **Introductions**
- **Grant Overview**
- **Reporting Schedule & Reimbursement Process**
- **Quarterly Reporting Forms**
- **Fiscal Walk-through**
- **Questions**



Office of Grants & Research
Justice and Prevention Division

Grant Overview

- ▶ **State Legislation governing these funds-*Fiscal Year 2022 General Appropriation Act, Chapter 268 of the Acts of 2022***
- ▶ *1599-6074 Provided further, that not less than \$3,000,000 shall be made available for a grant program administered in consultation with the department of elementary and secondary education to support school safety infrastructure improvements meant to protect against acts of gun violence; provided further, that said grant program shall be limited to: (1) physical target hardening initiatives including, but not limited to, building entranceway security and the replacement of interior non-locking doors with lockable doors in cases of emergencies; (2) the establishment or upgrading of building entrances with sufficient technology to support remote observation, verbal communication and door unlocking prior to entry; (3) the establishment or upgrading of centralized alarm systems linked with local emergency response teams; and (4) the establishment or upgrading of central communication systems within school buildings to support staff communication in cases of emergencies.*



Office of Grants & Research
Justice and Prevention Division

Grant Overview

- ❑ 42 awardees totaling \$2,910,000.00
- ❑ Grant Project Period : **Start Date - 6/30/24**
(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.



*Office of Grants & Research
Justice and Prevention Division*

Reporting Schedule

Reporting Period	Due Date
Quarter 1: Contract start date- September 30, 2023	October 15, 2023
Quarter 2: October 1- December 31, 2023	January 14, 2024
Quarter 3: January 1, 2024- March 31, 2024	April 15, 2024
Quarter 4: April 1, 2024- June 30, 2024	July 15, 2024

- Each reporting period your agency will submit a quarterly report. Part A will consist of a programmatic report and Part B will consist of a financial report.
- Submission of this report is required in order to process grant funding reimbursements.



*Office of Grants & Research
Justice and Prevention Division*

Reimbursement Process

- Once OGR has approved the submitted quarterly reports, our fiscal team will process the payment for the expenditures incurred during that quarter
 - For example, if your Quarter 1 report shows \$1,000 in expenditures, our fiscal team will use the Vendor Code on your contract to electronically deposit the payment.
 - It can take up to 45 business days for the subrecipient to receive the reimbursement from OGR approval.



*Office of Grants & Research
Justice and Prevention Division*

Quarterly Reporting Forms

<https://www.cognitoforms.com/maofficeofgrantsandresearchogr/saferschoolsandcommunitiesinitiativequarterlyreport>

- The online quarterly reporting form can be accessed through the link above.

- The quarterly reporting includes:
 - Part A- Programmatic/Progress reporting information
 - Part B- Financial reporting which will require uploading your completed and signed Excel Financial Reporting workbook and supporting documents.

- The Excel Financial Reporting Workbook will be provided to you within the next week.



*Office of Grants & Research
Justice and Prevention Division*

Quarterly Reporting Form Process

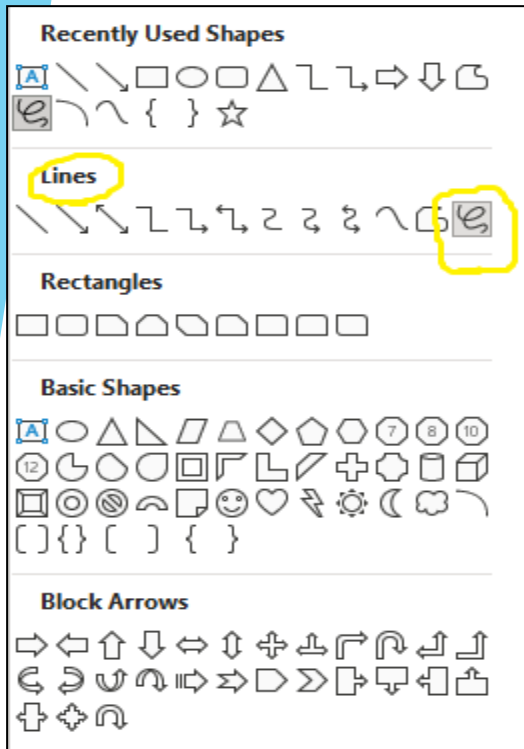
- 1) Receive link and Excel financial workbook from OGR
- 2) At the end of each quarter, open your Excel workbook and input expenditures for that quarter. Prepare all supporting documentation (invoices, receipts, etc.) to be uploaded.
- 3) Sign the corresponding quarterly Budget Summary tab and save the Excel workbook.
- 4) [Open Safer Schools and Communities Initiative Quarterly Reporting Form link](#)
- 5) Complete all questions in report
- 6) Upload the signed financial report in Excel format.
- 7) Upload supporting documents.
- 8) Digitally sign reporting form & submit




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		



*Office of Grants & Research
Justice and Prevention Division*

Quarterly Reporting Forms

Part B - Financial Reporting (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 be pre-filled in the form.
- An invoice and/or receipt **MUST** be submitted for all expenditures requesting reimbursement, as detailed in your Excel financial reporting workbook.
- All invoices should be dated within the reporting period.
- Please **DO NOT** submit the following items as they will **NOT** be accepted as supporting documents: purchase orders, quotes, proof of payment, and packing slips.
- All equipment and services must be completed and installed prior to the contract end date of 6/30/2024. We encourage all award recipients to immediately proceed with procurement as delays may occur.



*Office of Grants & Research
Justice and Prevention Division*

Grant Close Out

- ❑ Final Grant reports are due no later than July 15, 2024, with all funds to be expended prior to 6/30/24.
- ❑ You may closeout your grant prior to July 15th if all expenditure reimbursements have been submitted and all services have been delivered.
- ❑ For early grant closeout, you will need to mark your quarterly report as your Final report on the online reporting form and confirm the following:
 - All spending has been completed
 - Equipment has been delivered and installed
 - You will no longer have access to the funds



*Office of Grants & Research
Justice and Prevention Division*

OGR Contact Information & Questions

Safer Schools and Communities Initiative Grant Resource Page

<https://www.mass.gov/service-details/safer-schools-and-communities-initiative>

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

Allison Garvey, Program Manager

Allison.C.Garvey@mass.gov

Victoria Gouveia, Program Manager

Victoria.J.Gouveia@mass.gov

Steve Domings, Budget Manager

Steve.m.domings@mass.gov