

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



Fiscal Year 2024

Bridge Academy Training Municipal Reimbursement

January 4, 2024

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Lieutenant Governor

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Executive Director

Executive Office of Public Safety and Security
Office of Grants and Research
FY24 Bridge Academy Training
Municipal Reimbursement Request Form

Introduction

The Office of Grants and Research (OGR) and the Municipal Police Training Committee (MPTC) have partnered up to issue reimbursement funding to municipal police departments that have one or more officers completing the MPTC [Bridge Academy Training Program](#). OGR will make available \$283,000 to address costs incurred by municipalities throughout the Commonwealth for officer training requirements as promulgated by chapter 253 of the acts of 2020.

Upon successful completion of the Bridge Academy Training Program, a department may submit a \$3,000.00 reimbursement request for each officer trained. These funds are intended to assist the municipality in recovering some of the costs incurred as a result of an officer(s) completing this Program. Please note, these funds are prohibited from being used for direct reimbursement to an officer for attending the required training. A department will be eligible to receive \$3,000 for each officer who **completes all four required trainings**, as listed below:

- **40 hours of Firearms Training**
- **40 hours of Defensive Tactics Training**
- **40 hours of Emergency Vehicle Operator Training**
- **80 hours of online curriculum and testing**

Please note: An officer must complete all of the 200 training hours before the department may submit a reimbursement request. However, the department may submit the reimbursement request prior to the completion of the required 2,400 patrol hours, as the officers have until 2027 to complete their patrol hours.

Key Dates

Solicitation Posted: Wednesday, January 4, 2024

Deadline: Reimbursement requests will be accepted from January 4, 2024 until funds are depleted or until June 30, 2024, whichever comes first. Requests will be considered as they are received and prioritized by submission dates.

Notifications: As requests are received and reviewed, municipalities will be notified accordingly.

Reimbursement Period: July 1, 2021 - June 30, 2024

Applicant Eligibility

All Massachusetts municipal police departments are eligible to apply for reimbursement of **\$3,000** per officer who has completed the 200 hours of Bridge Academy Training Program has been completed.

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Reimbursement requests may only be submitted after an officer has completed all of the training requirements.


Maximum Award/Reimbursement Process

The maximum award is **\$3,000 per officer**. As funding is limited, reimbursement is available on a first-come, first-served basis. Departments are strongly encouraged to submit an online reimbursement request form immediately upon each officers' completion of the Bridge Academy Training Program. If funds are depleted, OGR will hold all unpaid requests if/until additional funds are appropriated.

OGR cannot guarantee that additional funds will be allotted. We will only honor as many commitments as funds allow. OGR is not responsible for any unpaid municipal requests outside the reimbursement period or beyond the allotted funding.

Application Process

Eligible applicants must complete an [Online Application Form](#), Commonwealth Standard Contract*, Contractor Authorized Signatory Listing (CASL), and Scope of Work/Compliance form in order to receive reimbursement. The Standard Contract form includes language that authorizes expenses to be incurred prior to the execution of the contract, but no earlier than July 1, 2021. This process is similar to the state reimbursement process for the Bulletproof Vest Partnership Program.

 *If the municipality has previously requested a SFY23 Bridge Academy Training Reimbursement, your contract on file is valid until 6/30/24 and you will not need to resubmit your contract and CASL (only a new Scope of Work /Compliance form will need to be uploaded). [Click here to access a list of current contracts on file.](#)

Application Instructions

Applicants must complete the [Online Application Form](#) and upload the following documents within the **Online Application Form**:

1. **Commonwealth Standard Contract** – signed by the Chief of Police or Senior Municipal Official, as indicated on the Contractor Authorized Signatory Listing Form. Electronic signature is allowable on this fillable PDF form as long as the signature is visible, includes the signatory's name and title, and is accompanied by a signature date. Hard copy form may also be hand-signed, scanned, and uploaded in the Online Application Form.
2. **Contractor Authorized Signatory Listing (CASL)** – please make sure that the individual signing the Standard Contract is named on this form. Please refer to [Helpful Hints in completing the new Contractor Authorized Signatory Listing Form](#). Hard copy form may be hand-signed, scanned, and uploaded in the **Online Application Form**.
3. **Scope of Service/Compliance Certification Form**-this form is to certify that the municipality understands and agrees to comply with all rules associated with this

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reimbursement opportunity. Hard copy form may be hand-initialed, scanned, and uploaded in the **Online Application Form**

Please be aware of the following when submitting the funding request:

- The Commonwealth Standard Contract, CASL, and Scope of Service/Compliance Certification Form must each be completed and uploaded within the Online Application Form to complete the submission process.
- For planning purposes, the Online Application Form requests the officer name, date of birth, 200-hour Bridge Training Program completion date and amount requested (\$3,000) for reimbursement for each officer who has completed all of the required training.
- Once the Online Application Form is started, all questions must be answered and all documents uploaded to successfully submit an application.
- Once the Online Application Form is submitted, the applicant will receive a confirmation email containing the full application and all responses. Please check your Junk email box if a confirmation is not received in your Inbox. The confirmation email documents the submission and should be retained for the applicant's records.
- When submitting an electronic signature, please be advised that typed text of a name not generated by a digital tool such as Adobe Sign or DocuSign, even in computer-generated cursive script, or an electronic symbol, are not acceptable forms of electronic signature for the contract and CASL form.
- **Online Application Form Due Date: Ongoing, until funds are depleted but no later than June 30, 2024.**

If you have any questions or issues with this submission, please contact Victoria Gouveia, Justice and Prevention Division Program Coordinator at: Victoria.Gouveia@mass.gov or by telephone at: 617-535-0082.