

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



**FY2024 Commonwealth Critical Incident Stress  
Management Program  
Availability of Grant Funds**

Posted: November 7, 2023

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Office of Grants & Research  
FY24 Commonwealth Critical Incident Stress Management Program  
Availability of Grant Funds

[Intention to Apply Form Due: November 21, 2023](#)

Applications Due: Tuesday, December 5, 2023, 4:00pm

**Overview:**

The Office of Grants and Research (OGR) is pleased to announce the FY24 Commonwealth Critical Incident Stress Management (CISM) competitive grant opportunity. Below is the legislative language governing this Availability of Grant Funds (AGF):

**Section 118 of Chapter 253 of the Acts of 2020**

*8000-0313-For a grant program, that not less than \$750,000 shall be expended to provide law enforcement agencies with access to critical incident stress management and peer support programs to address police officer mental wellness and suicide prevention*

**SECTION 1 - IMPORTANT HIGHLIGHTS**

**1.1 Key Dates**

AGF Posted	November 7, 2023
Intention to Apply Form Due	November 21, 2023
Application Questions Due	November 21, 2023
Application Due	Tuesday, December 5, 2023 4:00pm
Award Notification	December 2023
Performance Period	January 2024--June 30, 2024

**1.2 Funding Overview**

A total of **\$712,500** is being made available for this opportunity. This is a competitive grant process; OGR may award full funding, partial funding, or no funding. Only one application is allowed per municipality/CISM team.

**1.3 Applicant Eligibility**

Preference will be given to previous awardees who were not able to complete their prior grant spending due to time constraints. Previous applicants may apply for more or less of their prior award.

Eligible applicants are local **municipal law enforcement departments** that employ emergency service providers **who are currently certified by the Massachusetts Peer Support Network or International Critical Incident Stress Foundation, Inc. and provide crisis intervention services to emergency service providers.**

The local law enforcement agency will be the primary applicant, applying on behalf of the certified CISM team. If a CISM team is comprised of members from multiple municipalities, they must select a host community to serve as their primary applicant and fiscal agent.

## 1.4 Supported Grant Activities and Services:

- A. **Contracting Therapists/Clinicians**: costs associated with hiring qualified therapists/clinicians to train emergency service providers in techniques to cope with crisis and/or to provide emergency response to critical incidents.
- B. **Bridge Care**: costs associated with emergency responses to critical incidents and “bridge care” services prior to having a treatment plan in place.
- C. **Advertising**: costs associated with promoting services to law enforcement personnel.
- D. **Services/Activities**: Team webpage/Team app development, integration of comfort dog program into CISM and/or peer support responses
- E. **Operational Costs**: costs associated with CISM programmatic expenses, i.e., membership fees, etc. See listing of allowable costs below.

## SECTION 2 - GRANT COMPLIANCE DETAILS

### 2.1 Fund Disbursement

This is a reimbursement grant. Additional information will be made available to successful applicants upon award notification.

### 2.2 Project Duration

Applicants may apply for up to approximately **6 months** of funding. If awarded, projects are expected to **start January 2024 and end on June 30, 2024**.

### 2.3 Grant Funding Requirements

Funding is to benefit local law enforcement officers who:

1. Are certified by the Massachusetts Peer Support Network or International Critical Incident Stress Foundation, Inc.,
2. Provide crisis intervention services to emergency service providers;
3. Clearly understand crisis management; and
4. Have established proven need for training and/or program implementation/expansion.

### 2.4 Grant Recipient Requirements

Recipients must abide by the grant requirements below and the OGR Subrecipient Grant Conditions, which will be provided at the time of contracting.

#### *Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- In addition to the requirements set forth above, subrecipients are required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.

- OGR subgrant conditions must be signed by an authorized official and dated at the time of award.

#### *Procurement*

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit entities, and the 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.

It is the responsibility of the 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 related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of 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  
[IGO-FightFraud@state.ma.us](mailto:IGO-FightFraud@state.ma.us)

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)  
<https://www.mass.gov/how-to/report-waste-and-abuse>

## SECTION 3 - APPLICATION PROCESS

### 3.1 [Intention to Apply Form](#)

Applicants intending to apply for the SFY2024 CISM AGF are strongly encouraged to submit a non-binding *Intention to Apply Form* by Tuesday, November 21, 2023. [This form can be submitted by clicking the link here.](#) The form will include the primary applicant (local municipality) contact information, the name of the certified CISM team, a confirmation that the municipality will serve as the fiscal agent for the grant funding and anticipated funding request.

### 3.2 Application Questions and Instructions

#### **Application Questions**

OGR will accept written questions regarding this AGF until November 21, 2023. Submit questions via email to Program Manager, Samm Frongillo at

[Samantha.frongillo@mass.gov](mailto:Samantha.frongillo@mass.gov). Responses to all questions will be posted no later than **November 27, 2023**, at: <https://www.mass.gov/info-details/commonwealth-critical-incident-stress-management-cism-program>. *Responses will not be provided for questions submitted after November 21, 2023.*

### 3.3 Required Sections

#### 3.3.1 [Online Application](#)

To provide OGR the best opportunity to fairly evaluate requests for funding, applicants are encouraged to be clear and concise in their application. Priority will be given to proposals that propose crisis intervention stress management programming and work collaboratively with municipality's local emergency service providers to provide services.

**All applicants will be required to submit an online Application and hard copy version of their proposal.**

The [Online Application](#) must be completed and submitted as outlined. Submission of all attachments will be completed through this online application.

#### **Section I. Applicant Information**

- Applicant, agency official, grant and fiscal agent, and the municipality serving as the fiscal agent contact information.
- Describe the CISM team's qualifications in providing crisis intervention stress management programming. Include a summary of relevant prior experience in your application.
- Provide information about personnel, resources, and capacity that qualify the applicant to conduct the proposed activities.

#### **Section II. Program Information**

- **Program Name**
- **Program Abstract:** not to exceed 250 words summarizing the program activities.

#### **Section III. Program Narrative**

- A. *Statement of the Problem/Needs Assessment (maximum of approximately 6,000 characters, 3 double-spaced pages/size 12 font)*

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

1. Describe the need, nature, and extent of the problem.
2. Describe your organization's mission, experience in providing crisis intervention stress management services in the community.
3. Describe the geographic area to be served. Name any additional municipalities or departments that will benefit from the proposal.
4. Provide an estimate of the number of participants expected to benefit from such award if funded.

5. Include any other relevant local information that would prove need for these funds.

**B. Program Description (3-page limit, approximately 6,000 characters)**

This section should address both the scope and intent of the CISM program and how this award will benefit local law enforcement officers.

1. Clearly describe the CISM program and team.
2. Describe the activities to be conducted **and how they will address the needs/gaps stated in Section A: Statement of the Problem/Needs Assessment.**
3. Describe any collaborations with contractors or consultants and the services they will be providing if awarded.

- C. If applicable, describe the successes and challenges of the applicant's SFY2023 CISM state award.

**Section IV. Budget Narrative Summary**

This section should reflect the budget necessary to implement the proposed program and achieve its goals and objectives.

- Applicants may submit a budget for ***up to approximately 6 months of funding***. Administrative costs may not exceed 5% of the total amount requested and should be itemized on the Budget Workbook.

**3.3.2 Budget Excel Workbook**

- Applicants must complete a Budget Excel Workbook that reflects the Budget Narrative Summary. Please be sure to complete both the summary sheet and detail worksheets when submitting your application response.

**Allowable Costs/Categories**

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	<ul style="list-style-type: none"> <li>• Full- or part-time regular salaried employees working on the grant and general administrative duties necessary to update current resources, handouts, documents at interventions, upkeep of records for active team member lists.</li> <li>• Administrative support staff (staff assigned to submit fiscal and programmatic reporting forms, etc.) is considered administration costs and shall not exceed 5% of your grant award.</li> </ul>

Consultants/Contracts	<ul style="list-style-type: none"> <li>• Consultants are individuals hired to provide a service and possess expertise in crisis management (therapists, stipend for spiritual guidance, and support services).</li> <li>• The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs)</li> <li>• Contracts are for subawards to partnering agencies/organizations to provide counseling services.</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Training relevant to the CISM program, such as team member training for CISM and Peer Support Basic 3-day GRIN Training; 2-day Suicide Prevention, Intervention, and Postvention; Advanced Group Intervention Training; Trainings by the ICISF; etc.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment (e.g., communication, IT, etc.).</li> </ul>
Travel	<ul style="list-style-type: none"> <li>• Travel directly related to the purpose of the grant.</li> <li>• In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.62 per mile, as well as the actual costs of tolls and parking.</li> <li>• 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.</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>• General supplies directly related to the CISM program, such as business cards for post-intervention contact purposes, paper needed for training materials, and other expendable items.</li> </ul>
Other Costs	<p>Items such as:</p> <ul style="list-style-type: none"> <li>• Meeting room space/room rental costs, membership fees, etc.</li> </ul>

### Unallowable Costs

No grant funds may be spent for the following:

- Prizes, rewards, trinkets, gift cards, or any type of monetary incentive;
- Food or beverages;
- Construction, real estate, luxury items and vehicles, including insurance or leasing;
- Overtime for CISM team members; or
- Gym equipment.

### 3.4 Submission Process and Deadline

It is strongly encouraged to submit an [Intention to Apply Form](#) prior to November 21, 2023, by clicking the link here. This non-binding form will request Primary Applicant

information, confirmation of the certification of the CISM team, and the anticipated funding request.

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application, Budget, and other documents: (**Online Submission and Hard Copy Submission**)

Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

**Step 1: [Electronic Application Submission](#)**

Submit the online application with the uploaded documents listed below **no later than Tuesday, December 5, 2023, at 4:00 p.m.**

- Budget Excel Workbook (in Excel format, not PDF)
- CISM Certification Form

Submission of the online form alone will not be accepted as an application submission. All applicants are required to also submit a signed hard copy of the complete application.

*\*This AGF and all other required documents can also be found on our website:  
<https://www.mass.gov/info-details/commonwealth-critical-incident-stress-management-cism-program>*

**Step 2: Hard Copy Submission**

Upon submission of your online application, the grant contact will receive an email confirmation with the PDF attachments of the online submission. Please print these attachments and obtain the signature of the Senior Agency Official on the hard copy application.

Applicants must submit by mail:

- The complete, printed, and signed application
- Budget Worksheet (Summary and Detail sheets)
- CISM Certification Form

Online applications must be submitted **no later than 4:00 p.m. on Tuesday, December 5, 2023**. Hard copy of application and documents must be postmarked on or before this date and mailed or hand delivered to:

Office of Grants and Research  
35 Braintree Hill Office Park, Suite 302  
Braintree, MA 02184  
Attention: Samantha Frongillo

**3.5 Proposal Review Process**

Applications will be subject to a competitive peer review process. Applications will be reviewed by three reviewers, scored and assessed for completeness, clarity, and



reasonableness of all required components. OGR will make best efforts, to the extent possible, to award funds that can benefit all areas of the Commonwealth, contingent upon number of proposals received and the quality and location of proposed services to be rendered.

Grant applications will be numerically assessed based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, applicant experience/capability, and strength of program description (50 points)
- Reasonable and cost-effective **budget** demonstrating allowable costs, compliance with state rules, and direct support of proposed strategy/activities (40 points)
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as submission of both electronic and hard copy applications, signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.) (10 points)

## SECTION 4 - AWARD DETERMINATION AND NOTIFICATION

Award amounts will be determined based on total amount requested, availability of funds, applicant's compliance with application process, and satisfactory review and approval of proposed projects and requested budgets. Preference will be given to previous awardees who were not able to complete their prior grant spending due to time constraints.

All final funding decisions are at the discretion of the Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that grant awards will be announced in **December 2023**.