

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



State Fiscal Year 2024
Commonwealth Project Safe Neighborhood Initiative
Availability of Grant Funds

Posted: October 10, 2023

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

**SFY2024 Commonwealth Project Safe Neighborhood Initiative
Availability of Grant Funds (AGF)**

Applications Due: November 8, 2023; 4:00pm

Introduction

The Office of Grants and Research is pleased to announce the Availability of Grant Funds (AGF) for the SFY24 Commonwealth Project Safe Neighborhood Initiative. Approximately **\$1,900,000** will be made available in state funding for **District Attorney's Offices** and the **Massachusetts State Police (MSP)** to address community-based criminal activity related to gang violence, illegal firearms, and narcotics use and distribution.

Applicant Eligibility:

Only a **Massachusetts District Attorney's Office** and the **Massachusetts State Police** are eligible to apply.

Maximum Award Amount and Grant Award Period

- A District Attorney's Office may solicit up to **\$100,000** in funding for this initiative, with a total of \$1,100,000 available for all eleven (11) District Attorney Offices.
- The MSP may submit separate proposals covering different areas of the Commonwealth that they determine to have greatest need, with a total of \$800,000 available to MSP.

These funds must be prioritized to address the uptick in community violence and drug activity in our neighborhoods. Applicants may utilize funding over a 6-month period from January-June 30, 2024. Since these are state funds, all funds must be expended prior to June 30, 2024.

Key Dates

Solicitation Posted:	Tuesday, October 10, 2023
Applications Due:	November 8, 2023 by 4:00 pm.
Anticipated Award Announcements:	Tentative-December 2023
Grant Award Period:	January 2024 -June 30, 2024

I. Important Highlights

Purpose

This grant opportunity is a competitive solicitation for District Attorney's Offices and the MSP to obtain funding to address gang violence, illegal firearms, and narcotic distribution impacting the quality of life within the Commonwealth's cities and towns.

Funding Criteria for District Attorney's Offices:

A minimum of 25% of total funds requested must be utilized for prevention, intervention and/or diversion type programming and a maximum of 75% of total funds requested can be used for enforcement and suppression.

A District Attorney may sub-award funds to outside entities to assist with the enforcement and suppression efforts such as a local police department or choose to utilize some or all of the enforcement funds set aside (a maximum of 75% of the total award amount) for their own needs (prosecutors, etc.).

Funding Criteria for the MSP:

MSP may submit **separate applications** to address enforcement and suppression needs in various communities but at least one application must include a youth-based prevention component.

The MSP and District Attorneys may also sub-award funds to outside entities to assist with prevention, intervention and/or youth diversion efforts such as partnering with a nonprofit to provide an anti-drug or violence prevention (summer) youth program within the area being served. Any youth programming must have an anti-violence and/or anti-drug nexus to address the intent of these funds.

Evidence-Based/Promising Programs

OJP and OGR strongly emphasize the use of data and evidence in policy-making and program development in criminal justice. OJP and OGR are committed to:

- improving the quantity and quality of programs and strategies that are evidence-based;
- integrating evidence into program, practice, and policy decisions; and
- improving the translation of evidence into practice.

Allowable Costs

All applicants and their selected partners must be able to implement their program immediately upon execution of this award, which is anticipated before January 1, 2024.

The following are *examples* of the types of allowable uses of funds under this application process:

- Personnel, fringe and, indirect costs;
- Overtime for suppression/investigation/enforcement efforts;
- Subawards to local police departments and/or nonprofits;
- Consultants to provide services or training to address key priority areas;
- Small equipment items such as protective gear for officers in the field, surveillance cameras, etc.; and
- Materials needed for evidence-based youth prevention or diversion programming.

Unallowable Costs

For this AGF, funds may **NOT** be used for any of the following:

- Standard firearms or ammunition;
- Construction, office furniture, or other like purchases;
- Vehicles, vessels, or aircraft including unmanned aerial vehicle/unmanned aircraft,

- aircraft system, or aerial vehicles (UA/UAS/UAV);
- Gift cards, tee-shirts, and trinkets;
- Food and beverages; and
- Extended warranty above and beyond the cost of the item and extending after the contract end date.

Fund Disbursement

Funding will be disbursed via an Interdepartmental Service Agreement (ISA). Details about financial reporting requirements will be provided at the time awards are made.

Subrecipient Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports, with all required back-up documentation, will be required of subrecipients.
- Subrecipients are expected to cooperate during OGR monitoring endeavors, including site visits and desk reviews.
- 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.
- 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

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

Office of the State Auditor
Massachusetts State House,
Room 230 Boston, MA 02133
617-727-2075

Auditor@SAO.state.ma.us

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

3. *Other Requirements*

- **Reporting of a firearm, rifle or shotgun, large capacity weapon, machine gun or assault weapon used to carry out a criminal act.** Law enforcement must comply with M.G.L. chapter 140 Section 131Q and ensure a firearm, rifle or shotgun, large capacity weapon, machine gun or assault weapon used to carry out a criminal act is traced by the licensing authority for the city or town in which the crime took place. The licensing authority then must report readily available statistical data to the Commonwealth Fusion Center. The data shall include, but not be limited to: (i) the make, model, serial number and caliber of the weapon used; (ii) the type of crime committed; (iii) whether an arrest or conviction was made; (iv) whether fingerprint evidence was found on the firearm; (v) whether ballistic evidence was retrieved from the crime scene; (vi) whether the criminal use of the firearm was related to known gang activity; (vii) whether the weapon was obtained illegally; (viii) whether the weapon was lost or stolen; and (ix) whether the person using the weapon was otherwise a prohibited person.
- In addition to the requirements set forth above, recipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of funding.

4. *Equipment and Technology*

- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, the award recipient must dispose of equipment in accordance with State procedures.
- Subrecipients are responsible for replacing or repairing the property that is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated, fully documented, and made part of the official project records. A copy of the report must be forwarded to OGR.

II. **Application Template Instructions**

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 Application must be completed as outlined in this section. Applications submitted without a signature from the **District Attorney** or **MSP Colonel/Superintendent** will be considered invalid and may not be reviewed for funding.*

Section I. Applicant Template Information

Contact and Fiscal Information

- Indicate Agency name, address, authorized signatory, grant point of contact, and finance officer contact information.
- Indicate the exact amount of funds being requested.

Program Summary

- Provide brief summary of the proposal outlined in this application. (250 word limit)

Non-Supplant

- Attest to non-supplanting of funds for the stated project.

Agency Authorized Signatory

- Submitted application must be signed by the District Attorney or MSP Colonel/Superintendent for the Agency identified on the application.

Section II. Narrative Template

The application narrative template is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline, and Budget Narrative.

Needs Assessment (about 4,000 characters, approximately two double-spaced pages/size 12 font)

At a minimum, the needs assessment should address the following:

- Provide a description of the District and communities to benefit from this award.
- Describe in detail the current unmet criminal justice or public safety needs. **Include relevant statistical and/or anecdotal evidence whenever possible as it relates to community-based criminal activity related to gang violence, illegal firearms, and narcotics**
- The sources or methods used for assessing the problem should be described.
- Further explain why these criminal justice needs have not been previously met to justify state grant funds are needed.
- Describe any negative effect, potential consequences, or impact for the agency and/or community as a result of not having the requested items.

Project Description (about 6,000 characters, approximately three double-spaced pages/size 12 font)

- Discuss how the proposed programming directly correlates to the needs assessment provided, specifically how it will address community-based criminal activity related to gang violence, illegal firearms, and/or narcotics.
- Describe any risk factors to be addressed and protective factors.

- Describe the link between research (evidence-based) and the proposed program and, if possible, any previous evaluation results of the model program or strategy to be replicated or expanded. In a difficult budget climate, it is critical that grant dollars are spent on programs and activities proven to have a strong likelihood of success. Do not assume that the reviewer is familiar with the program, concepts or services being proposed. Reviewers can only review the information provided and a lack of detail could result in an unfavorable rating.
- Please include the names of any collaborating agencies and/or partners such as community and business groups, government officials, and nonprofits. Include a detailed description of each partner's participation in addressing the problem outlined in the application.
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations) to implement all or some of the proposed activities, a Memorandum of Agreement (MOA) should be included as an attachment and contain the following information:
 - Summary of each agency's role and responsibilities specific to the proposed project;
 - Clear outline of deliverables, timeframes, hours, and rates of compensation; and
 - Signed by an official of the third-party organization(s).

Implementation Plan, Timeline, and Person Responsible (*about 2,000 characters, approximately one double-spaced page/size 12 font*)

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned), a timeline with key activities and milestones, and identification of key partnerships or stakeholders who will play a role in the implementation of this award.

Complete the application grid by identifying the necessary steps to be implemented during the project period, with the start date no later than January 2024. Please Include the following:

- List of major tasks/activities to be conducted, including a bidding process for contracts and/or equipment purchases;
- Anticipated beginning/end date for major activities;
- Anticipated outcome of each major activity; and
- Individual responsible for conducting/overseeing the stated task/activity.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** should outline the budget requested and itemize the expenses and purchases as described in this application. Applicants may submit a six-month budget that covers expenses up to June 30, 2024.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment A**). Please be sure to complete both the Summary tab and Details tab in the Excel worksheet and submit with your application response.

Allowable Budget Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	Costs associated with agency personnel. List position, percentage of time charged to grant, and annual salary. Include a brief description of each staff member's duties/activities to be supported by grant funding.
Overtime	Overtime is limited to sworn law enforcement personnel only. Indicate overtime rate for each officer charged to the grant and the number of overtime hours. Refer to OGR Overtime Policy below.
Fringe Benefits	<p>Eligible costs include the employer share of the following:</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Social security costs • Pension costs • Unemployment insurance costs • Workers compensation insurance <p>Direct fringe benefits can be either actual costs or rate per employee calculated by the fiscal or human resource unit in your organization. Actual known costs must be itemized by type and include rate computation. Include a copy of approved rate agreement in the application response.</p>
Contracts and Subawards and Consultants	<p>Contracts and Subawards: Provide a description of the product/services to be procured by contract and an estimate of the cost. Applicants must follow their organization's own procurement policy.</p> <p>Consultants: The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. Waiver of this maximum rate is at the discretion of OGR.</p>
Travel	Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not to exceed \$.62 per mile, as well as the actual costs of tolls and parking. Note that no grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging.
Equipment/Technology	Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	Supplies directly correlated to the program.
Other	List items that don't fit within the above cost categories and the basis of the computation.

OGR Overtime Policy

State and local first responders eligible through their department for overtime (and preapproved by OGR) may be reimbursed for overtime costs related to grant-funded activities ONLY.

Overtime hours charged against a grant award provided by OGR may be reimbursed for actual

hours worked only, regardless of union contract rules. For example, an officer working two hours of overtime on a funded project awarded by OGR is prohibited from charging the grant award for four hours of overtime due to a union contract agreement for a four-hour minimum. In this example, the department must cover the remaining 2 hours of overtime from their own state or local budget. Departments found violating this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

Overtime Related Definitions

For this policy, definitions for the key terms referenced within are listed below:

- *Overtime* - Expenses limited to the additional costs that result from state and local first responders – such as sworn law enforcement personnel – working over and above their weekly full-time/part-time schedule as a direct result of their performance of approved activities related to the project receiving funding.
- *Subrecipient* - An entity receiving a grant award from OGR.
- *Sworn Uniform Personnel* - State or local (uniform) law enforcement and firefighter personnel.

If awarded grant funding for overtime costs, OGR will provide additional criteria and necessary reporting forms at the time an award is made to justify and support such reimbursement costs being charged against the grant.

III. Application Submission and Award Process

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 must be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

*This AGF and all other required documents can also be found on our website:

<https://www.mass.gov/info-details/commonwealths-project-safe-neighborhood-program>

1. Electronic Submission

Online Application Form

Submit your [online application form](#) no later than **November 8, 2023, at 4:00 p.m.**

The online application must be completed and submitted with the following required attachments uploaded:

- Attachment A: Budget Excel Workbook uploaded in Excel format, not PDF
- Attachment B: MOA, if applicable
- Additional Materials, if needed: Approved Fringe Rate Agreement

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.*

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 (District Attorney or MSP Commissioner/Superintendent) on the hard copy application.

Applicants must submit by mail:

- The complete, printed, and signed application
- Budget Worksheet (Summary and Detail sheets)
- MOA, if applicable
- Additional Materials, if applicable

Online applications must be submitted **no later than 4:00 p.m. on November 8, 2023**, and 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, Program Coordinator

Review Process

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored by three reviewers based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information; (10 Points)
- Use of data to demonstrate need and a description of how requested programming addresses the stated need; (25 Points)
- A narrative that clearly describes the items to be purchased and/or programming to be implemented, and the benefits to the agency and/or community; (25 Points)
- Implementation plan and timeline that are feasible and ensure the initiative will be implemented and completed within the anticipated grant period; and (15 Points)
- A detailed, reasonable, relevant, and complete budget. (25 Points)

Notification of Awards

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that the grant awards will be announced November 2023.

OGR reserves the right to adjust maximum award obligations and/or award additional proposals recommended for funding by the peer reviewers if additional funds become available at the time the initial awards are made.

Proposal Checklist

- [Submitted Online Application](#) – Please notify OGR immediately if applicant is unable to utilize the online application.
- Hard copy application signed and dated by the Senior Agency Official submitted via mail.

- Budget Excel Worksheet (Attachment A) with both the Summary and Detail sheets completed, uploaded to the online application in Excel format, and a printed copy submitted with the hard copy application.
- MOA (if applicable) uploaded to the online application
- Additional Materials (if applicable) uploaded to the online application