

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



**State Fiscal Year 2024  
Massachusetts Municipal Public Safety Staffing Program  
Police and Fire  
Availability of Grant Funds**

**Release Date: Thursday, September 14, 2023**

**Eligibility**

**Eligible applicants are limited to:** communities that have populations of at least 60,000 and demonstrate that their police departments had an operating budget per capita of less than \$200 in 2010

**Deadlines**

**Applications are due by Thursday, October 19, 2023, 4:00 p.m.**  
(See "[Submission Checklist/Helpful Hints](#)")

**Maura T. Healey  
Governor**

**Kimberley Driscoll  
Lieutenant Governor**

**Terrence M. Reidy  
Secretary**

**Kevin J. Stanton  
Executive Director**

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

**SFY24 Massachusetts Municipal Public Safety Staffing Program**  
**Police and Fire**  
**Availability of Grant Funds**

**A. Overview**

The Office of Grants and Research is pleased to announce the Availability of Grant Funds (AGF) for the SFY24 Massachusetts Municipal Public Safety Staffing Program. The intent of this grant program is to assist eligible municipalities in maintaining public safety and emergency response services by providing funds to address **police and/or fire** department staffing shortfalls. Funds are authorized under a reserve to support municipal improvements under Chapter 24 of the Commonwealth of Massachusetts' General Appropriations Act of 2023.

Due to level funding, applicants are encouraged to apply for the same amounts that they were awarded in state fiscal year 2023.

**B. Key Dates**

Solicitation Posted: **Thursday, September 14, 2023**  
 Application Deadline: **Thursday, October 19, 2023, 4:00 p.m.**  
 Anticipated Award Announcements: **December 2023**  
 Anticipated Grant Period: **January 1, 2024 – December 31, 2024**

**C. Applicant Eligibility**

Per legislative language, only the ten communities listed below are eligible to apply for funding:

| <b>Massachusetts Department of Revenue<br/>Division of Local Services<br/>Municipal Databank/Local Aid Section</b> |                                   |  |                                   |
|--|-----------------------------------|--|-----------------------------------|
| <b>Municipality-<br/>DOR Code</b>  | <b>Census 2010<br/>Population</b> | <b>FY 2010 Police<br/>Department<br/>Expenditure</b> | <b>Per Capita<br/>Expenditure</b> |
| LOWELL-160   | 106,519                           | \$19,414,966   | \$182.27                          |
| BROCKTON-44  | 93,810                            | \$17,370,071   | \$185.16                          |
| LYNN-163   | 90,329                            | \$16,732,413   | \$185.24                          |
| FALL RIVER-95  | 88,857                            | \$15,252,488   | \$171.65                          |
| NEWTON-207   | 85,146                            | \$14,071,461   | \$165.26                          |
| LAWRENCE-149   | 76,377                            | \$12,792,247   | \$167.49                          |
| SOMERVILLE-274   | 75,754                            | \$12,500,233   | \$165.01                          |
| FRAMINGHAM-100   | 68,318                            | \$10,471,060   | \$153.27                          |
| HAVERHILL-128  | 60,879                            | \$8,604,135  | \$141.33                          |
| MALDEN-165   | 59,561                            | \$8,618,741  | \$144.70                          |

The funds are available for both *public safety and emergency staffing*, thus allowing municipalities to utilize funds for **police** and/or **fire** needs. The Mayor/City Manager for each municipality must determine whether applications for funding will be submitted for police and/or fire, and how much will be appropriated to the respective department.

## D. Funding Purposes

Funding may be requested for the following purposes:

- To restore laid off sworn police officers and/or firefighters,
- To retain police officers/firefighters who would otherwise be laid off during the current fiscal year if not for this funding,
- To restore police/fire staffing levels due to attrition and other reasons,
- To restore or retain civilian employees working at the police and/or fire department, and/or
- For overtime necessary to provide adequate shift coverage and/or to maintain staffing levels.

## E. How to Apply/Application Requirements

- **NEW: Complete [Online Police Application](#) and/or [Online Fire Application](#).**

The online application accepts both Police Department and Fire Department applications.

- Provide Program and Fiscal contact information, Senior/Municipal Department Official and amount requested:

**Signature:** The Senior/Municipal Department Official must digitally sign the completed online application form to demonstrate support of the application. If agency cannot digitally sign, the application must be printed, signed, and uploaded. This will be the last step of the online application form.

- If a municipality chooses to request funding for both police *and* fire, two separate online applications (for Police and Fire) must be completed as instructed.
- If a municipality chooses to request funding for only one department (police *or* fire), the appropriate online application must be completed and submitted as instructed.

- **Complete and Submit Attachment A (Excel Budget Spreadsheet)**

- Each online application must be accompanied by a completed Attachment A (Excel Budget Spreadsheet). Please complete the summary and detail for all proposed costs. The worksheet labeled "Budget Summary" will automatically be updated as the proposed costs are added to the second worksheet, labeled "Detailed Budget." Instructions are provided on the Detailed Budget worksheet. Applications that combine budgets for both police and fire will not be accepted. This will be uploaded via the online application form.

| Allowable Budget Cost Categories | Definitions and Required Documentation for Proposal  |
|----------------------------------|--|
| <i>Personnel</i>                 | <ul style="list-style-type: none"> <li>▪ Full- or part-time regular salaried employees working on the grant-funded initiative.</li> </ul>  |
| <i>Fringe</i>                    | <ul style="list-style-type: none"> <li>▪ Based on federally-negotiated rate agreement <i>or</i> established formula by sub-recipient's accountant, comptroller, or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment, and workers compensation costs.</li> <li>▪ Include a copy of approved or audited rate with the application.</li> <li>▪ If applicant does not have a federally-approved or audited rate, actual known costs <i>must be itemized</i> by type and the rate computations must be included in this section of the budget forms.</li> </ul> |
| <i>Overtime</i>                  | <ul style="list-style-type: none"> <li>▪ Allowable for sworn uniform personnel working on the grant-funded initiative.</li> </ul>  |
| <i>Other</i>                     | <p>Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category may include:</p> <ul style="list-style-type: none"> <li>▪ <i>Direct</i> costs associated with new hires such as phone, uniforms, etc.</li> <li>▪ <i>Support</i> costs such as recruitment expenses for new hires, training, etc.</li> <li>▪ <i>Supplies</i> for new hires (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li> </ul>  |

- **Applicants must submit the additional information below:**
  - If fringe costs are proposed, please attach a copy of the federally-approved rate agreement or a copy of the audited rate prepared by the applicant's fiscal contact, comptroller, or HR.

**Grant Review Process**

OGR intends to carry out a fair and transparent process for reviewing all applications. This process will be facilitated by the OGR in consultation with EOPSS.

**Notification of Awards**

Awards will be approved by the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that award announcements will be made in December 2023.

**Payments**

It is anticipated that payments will be made in two installments throughout the grant cycle. However, sub-recipients will be required to report to OGR on a quarterly basis. Failure to comply with the grant's programmatic and/or fiscal reporting requirements will result in delays in the issuance of reimbursements and/or non-payment.

**Post-Award Reporting Requirements**

Sub-recipients will be required to strictly comply with all OGR reporting requirements, which include but not limited to submitting quarterly financial and programmatic reporting forms and cooperation with desk reviews and/or site visits. Non-compliance with programmatic and/or reporting requirements – such as late or delinquent report submission, missing required supporting documentation, and the like – may result in the termination of an award. Details regarding grant compliance, forms, and reporting requirements will be provided at the time of contracting. **Note: all SFY23 funded municipalities must be in compliance with all programmatic and fiscal reporting requirements in order to receive a SFY24 grant award.**

## Reporting Alleged Waste, Fraud, and Abuse

It is the responsibility of the sub-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 legislative statutes, related laws and regulations, and appropriate guidelines for purposes of the grant. Reports must be made to 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  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

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)

### F. Submission Checklist/Helpful Hints

- Submit completed [online application](#) form which can be found here: <https://www.mass.gov/info-details/massachusetts-municipal-public-safety-staffing-program>
  - *No hard copies are required*
  - All required attachments (A- Budget Excel Form, Fringe documentation if needed) should be uploaded via the online application form.

***Emailed submissions will not be accepted.*** Please let OGR know if you have any questions regarding the online application. All questions can be directed to [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov). Late submissions will not be accepted.

**Applications must be submitted via the online application form no later than Thursday, October 19th, 2023, 4:00 p.m.**