

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



Post-Incarceration Reentry Services to Reduce Recidivism  
in the Cities of Springfield and Holyoke

Availability of Grant Funds

United States Attorney's Project Safe Neighborhoods Initiative

**Due Date: Thursday, February 1, 2024**

Maura T. Healey  
Governor

Kimberley L. Driscoll  
Lieutenant Governor

Terrence M. Reidy  
Secretary

Kevin J. Stanton  
Executive Director

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**in the Cities of Springfield and Holyoke**  
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**Introduction**

The Office of Grants Research (OGR) will make available approximately **\$50,000** from the District of Massachusetts' Project Safe Neighborhoods (PSN) Program to promote viable post-incarceration programming for offenders to reduce recidivism in the cities of **Springfield** and **Holyoke**.

**Purpose**

The PSN Leadership Team and OGR seek to support projects that provide post-incarceration and reentry programming to assist offenders with reintegration. The purpose of this grant opportunity is to promote viable post-incarceration programming for offenders to reduce recidivism in the cities of **Springfield** and **Holyoke**.

Applicants must focus on providing direct services to newly released individuals. Proposals may include projects that provide direct services including, but not limited to, housing, employment, health services, transportation, and other resources. All applications must describe how the proposed project provides direct services to newly released individuals and reduces recidivism.

**Funding and Applicant Eligibility**

A maximum of two awards will be made to nonprofit 501(c)(3) agencies providing services within the target cities. Each applicant may apply for a maximum of \$25,000 to provide post-incarceration and reentry programming for offenders reintegrating into the target cities of Springfield and/or Holyoke.

Only 501(c)(3) nonprofit organizations within Springfield and/or Holyoke are authorized to submit applications under this solicitation.

In order to be considered for funding, an eligible applicant is required to provide a letter of support from state or local law enforcement, the Sheriff's Office and/or the District Attorney's Office.

## Key Dates

Application Posted: December 20, 2023

Applications Due: Thursday, February 1, 2024

Anticipated Award Announcement: Approximately March 2024

Anticipated Grant Period: April 1, 2024 through December 31, 2024

## Evidence-Based/Promising Programs

The Department of Justice’s Office of Justice Programs (OJP) and OGR strongly emphasize the use of data and evidence in criminal justice policy making and program development. OJP and OGR are committed to:

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

Evidence-based is defined as those programs and practices whose effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence relies on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. Based on these factors, the strength of causal evidence will influence the degree to which one would consider a program or practice to be evidence-based or promising.

Preference will be given to applicants that propose programs, services, and activities that are supported with evidence to show a likelihood of success. OJP’s Crime Solutions web site (<http://www.crimesolutions.gov/>) is one resource that applicants may use to find information about evidence-based programs and practices in criminal justice, juvenile justice, and crime victim services. Applicants are also encouraged to review the evidence-based policing programs and strategies matrix available through the Center for Evidence-Based Policy at George Mason University at <http://cebcp.org>. Applicants may also utilize other websites of a similar nature. Regardless of where information is obtained, applicants are expected to describe the programs and activities in great detail when submitting an application.

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## I. Important Highlights

### Allowable Project Related Costs

Applicants may request up to **\$25,000** in grant funding to provide direct services, such as temporary housing, employment assistance, rehabilitation and substance abuse counseling, and/or vocational and education programs, to individuals post-incarceration. The following are *examples* of the types of purchases allowable under this application process:

- Salary, wage and fringe benefits of individuals supporting the proposed reentry project
- Equipment/supplies purchased to support the execution of the proposed reentry project
- Other costs that demonstrate a reentry nexus.

## II. Grant Compliance Details

### Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests must be submitted to OGR on a quarterly basis, along with completed programmatic and financial reports. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

### Subrecipient Requirements

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

#### 1. *Grants Management*

- Maintain registration with the System for Awards Management (SAM) and provide a Unique Entity Identifier (UEI).
  - All subrecipients of funds must maintain current registrations in the System for Award Management (SAM). The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and subrecipients. Information about registration procedures can be accessed at <https://sam.gov/SAM/pages/public/index.jsf>. If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at the above link. IMPORTANT: You must contact the federal government directly for questions related to SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.

- Federal grant applicants who are registered with the SAM are assigned a Unique Entity Identifier (UEI), which will be required in the application. The UEI is assigned by and viewable within SAM. To view your organization's UEI, follow the instructions at [www.fsd.gov](http://www.fsd.gov).
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.
- Cooperation during OGR monitoring activities, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements, including the prohibitions on co-mingling funds. Organizations that receive PSN funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching (if applicable) portions of the program each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- 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.
- All costs paid with grant funds must be direct and specific to the implementation of the PSN funded program.
- 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*

- Subrecipients choosing to further subgrant all or any part of the amount of the award to an implementing agency or an independent contractor shall enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. This written contract or MOU shall include the provisions of the OGR standard subgrant conditions. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR once an award is made.
- 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.

## 3. *Other Requirements*

- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by OGR prior to contracting.

- Units of local government and nonprofit subrecipients that expend \$750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of [Title 2 C.F.R. Subpart F \(§ 200.500 et seq.\)](#). OGR’s local government and nonprofit subrecipients will be required to submit an audit summary to OGR annually, upon request.
- In accordance with civil rights laws and regulations, all subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age, or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEO). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- All subrecipients will be required to complete a Certification of Compliance with Regulations form responding to either Section A- Declaration Claiming Complete Exemption from the EEO Requirement, Section B- Declaration Claiming Exemption from the EEO Submission Requirement and certifying that an EEO is on File for Review or Section C-Declaration Claiming EEO Submission Requirement. Some subrecipients may be required to submit their EEO or EEO Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each subrecipient’s Certification, EEO, or EEO Short Form will need to be submitted to OCR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups, or the general public to contact members of Congress or of a State or local legislature or an official of any government in support of or in opposition to a legislative, policy, or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.
- All Subrecipients who are law enforcement agencies receiving any state or federal grant award from OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by the Executive Office of Public Safety and Security (EOPSS).

#### 4. *Equipment and Technology*

- Equipment acquired with Federal funds shall be used and managed to ensure that the equipment is used for criminal justice purposes.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC Bill# 789, et seq., Section 808, requires that the title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or nonprofit organization that purchased the property, if it provides written certification to the State office that it will use the property for criminal justice purposes. If such written certification is not made, title to the property shall vest in the State office, which shall seek to have the equipment and supplies used for criminal justice purposes elsewhere in the State prior to using it or disposing of it in any other manner.

- 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, a State shall dispose of equipment (for both the State and subrecipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to OGR.

*5. Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, 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 federal statutes, related laws and regulations, appropriate guidelines, or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice

Office of the Inspector General

Office of the Inspector General Field Office

John W. McCormack State Office Bldg.

1 Battery Park Plaza, 29th Floor

One Ashburton Pl, Room 1311

New York, NY 10004

Boston, MA 02108

212-824-3650

800-322-1323

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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)

### **III. 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 online Application must be completed as outlined in this section. Applications submitted without a signature from the nonprofit organization's **Chief Executive Officer** will be considered invalid and may not be reviewed for funding (see below for accepted forms of signature).

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

##### **Organization Contact and Fiscal Information**

- Indicate organization name, address, authorized signatory, grant point of contact, finance officer contact information, UEI number, and SAM registration confirmation.

##### **Program Summary**

- Provide a brief summary of your program focused on reducing recidivism among those who were involved in high levels of violent crime, firearms offenses, human trafficking, and/or drug trafficking. (1000 characters).

##### **Non-Supplant**

- 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. All applicants must consent to non-supplant.

##### **Amount of PSN Funds Requested**

- Indicate the exact amount of federal funds being requested. The maximum amount allowed is **\$25,000** for post-incarceration or reentry programs that provide direct services to newly released individuals.

##### **Agency Authorized Signatory**

- The Chief Executive Officer (Organization Head) must sign and date the hard copy of the application. Applications without this signed form will be deemed invalid and may not be considered for an award.

## **Section II. Narrative Template**

The application narrative template is composed of five sections: Statement of the Problem/Needs Assessment; Program Description; Applicant Capacity; Goals and Objectives, Activities, Performance Measures, and Evaluation; and Budget.

### **Statement of the Problem/Needs Assessment (2-page or 2,000-character limit)**

- As it relates to the purpose of this solicitation, applicants must describe the direct services needed to support newly released individuals post-incarceration.
- Describe the intended target population using demographic and other data where possible. Please include the ages being targeted and risk factors confronting the target population.
- Statements should be supported with up-to-date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should be identified and described.

### **Program Description (3-page or 3,000-character limit)**

This section should address both the scope and intent of the program, including detailed

descriptions of its components and activities. The applicant should show how the components of the program will address the problem and needs previously identified.

- Describe the needs of newly released individuals and how the proposed project will address them.
- Describe the link between evidence-based research and the proposed program and, if possible, any previous evaluation results 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 your program and concepts or services being proposed.
- Thoroughly describe the design of your project. Include how participants are selected to receive services, the lead department, location of services, how the program is structured, lessons to be learned from participants, proposed activities, and any other information that will help justify the proposal.
- Please include the names of any collaborating agencies and/or partners. Include a detailed description of any partner's participation in addressing the problem as outlined in the application.
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations, including local law enforcement departments) to implement all or some of the

proposed activities, a Memorandum of Understanding (MOU) **MUST** be included as an attachment labeled “Attachment D” and contain the following information:

- Summary of each agency’s role and responsibilities specific to the proposed project; and
- Clear outline of deliverables, timeframes, hours, and rates of compensation.

**Applicant Capacity (1-page or 2,000-character limit)**

- Discuss organizational capacity to carry out the proposed project and related activities.
- Describe organizations qualifications and history implementing the project activities.
- Describe ability to provide trained staff to deliver the services required by the proposed project.
- Describe proven track record and commitment of management team proposed for project.
- Describe any collaboration among community groups, local units of government, and other key stakeholders.

**Goals and Objectives, Activities, Performance Measures and Evaluation (2-page or 4,000-character limit)**

Applicants must clearly state the goals and objectives to be achieved with PSN funding.

Goals: Goals are broad statements that describe the program’s intentions and desired outcomes. They suggest the desired end to which the program is directed. The goals of your program should be clearly stated, realistic, and must be attainable and measurable. In stating your goals, be careful to describe the *desired end* and not the means to the end.

Objectives: Objectives describe the program activities that support the goal(s). They describe intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or program activity must meet the following objectives: Who or what will change? Where will change occur or the event take place? When (period of time) will the event occur? How will the change happen? Objectives may change due to program progression. The more specific your objectives are, the easier it will be to determine if your program has achieved them. Use numbers wherever possible.

Activities: Provide the primary activities to be carried out within the proposed program period. Please include:

- List of major tasks/activities and
- Person(s) responsible for activities.

Performance Measures/Evaluation: List the performance measures that will demonstrate progress toward achieving the goal(s). Performance measures provide program administrators with answers to critical questions regarding the operation of their programs. The purpose of developing performance measures is to determine the extent to which the program's funded activities have achieved the program's goals. Specifically, by collecting data and measuring progress, administrators will be able to identify and document:

- The program's success/failure in meeting its initial goals and objectives;
- Whether the program is serving the intended target population (e.g., number of individuals returning from incarceration who completed a substance abuse treatment program);
- Whether the volume of program participants is what was originally intended;
- Whether the program components were implemented as originally planned;
- Problems encountered in implementing the program; and
- Whether the program is achieving its desired impact.

All applicants must evaluate (ongoing) their programs, services, and activities to monitor success. Realistic and adequate performance measures must be developed at the outset of the program. Applicants are expected to explain their plans to collect data and measure their program's progress in this section. The measures should be statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives. Applicants are strongly encouraged to clearly explain their data collection methodology, frequency, and analysis in relation to your program's performance measures, and how this self-assessment strategy will be integrated into your overall program operations.

### **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

### **Section III. Budget Narrative Summary and Budget Excel Worksheet**

The **Budget Narrative Summary** should outline the requested budget and itemize the purchases as described in this application. Applicants must submit a budget that will meet the needs of their program with a maximum of nine (9) months of funding. If less time is needed to implement and complete the project, please provide the estimated timeline.

*All costs must be explained in detail in the narrative section to ensure they are allowable and reasonable in order to receive federal approval.*

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both Excel tabs – the Summary sheet and Detail sheet – and submit with your application response. Attachment B must be submitted as an Excel document. Please do not convert attachment to a PDF or other format.

**Unallowable Use of PSN Funds**

PSN funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety. Additionally, for the purposes of this application, PSN funds may not be used for any of the following:

- Construction, office furniture, or other like purchases;
- Extended warranty above and beyond the cost of the item (after the contract end date);
- Stipends;
- Out of state travel;
- Food or beverages;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Gift cards;
- Clothing;
- Luxury items;
- Real estate;
- Twelve-Step recovery Programs

**Allowable Budget Cost Categories**

Allowable Budget Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time salaried employees working on the grant.

Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:</p> <ul style="list-style-type: none"> <li>• Life insurance,</li> <li>• Health insurance,</li> <li>• Social security costs,</li> <li>• Pension costs,</li> <li>• Unemployment insurance costs, and</li> <li>• Workers compensation insurance</li> </ul> <p>Cost amounts for direct fringe benefits can be either actual costs or rates per employee calculated by the fiscal or human resource unit in your organization. Rate computations must be included.</p> <p>Include copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>Costs can only be shown here if the applicant has a federally approved indirect cost rate. If the applicant’s accounting system permits, costs may be allocated to the applicable direct cost category in the budget including the category “other” if the costs being identified do not fit into one of the specific direct cost categories. Include copy of rate agreement in the application response.</p> <p>If applicants do not have a federally approved rate, they can use the de minimis rate of 10%.</p>
Consultants/ Contract Costs	<p>Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired by the department to install the technology or train the staff on how to use it.</p> <p>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 EOPSS. This rate is the exception not the rule.</p>
Local Travel	<p>Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not in excess of <b>\$0.625</b> per mile, as well as the actual costs of tolls and parking.</p>
Equipment/Technology Costs	<p>Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</p>
Supplies and Other Costs	<p>Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</p>

## IV. Application Submission and Award Process

### Submission Process and Deadline

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**)

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

<https://www.mass.gov/info-details/project-safe-neighborhoods-psn>

### Step 1: Online Submission

All applicants are required to submit the online application and upload the required attachments here:

<https://www.cognitoforms.com/MAOfficeOfGrantsAndResearchOGR/SFY2024ProjectSafeNeighborhoodsInitiativePostIncarcerationReentryGrantProgramApplication>

Upon completion, you will receive an email confirmation with a PDF attachment of your application and supporting application documents for your records.

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

### Step 2: **Hard Copy Submission**

Applicants must mail:

- Attachment A: Completed and Signed Application
- Attachment B: Budget Excel Worksheet Form (Summary and Detail sheets)
- Attachment C: Letter of Support from state or local law enforcement, District Attorney and/or local Sheriff (An application will **NOT** be considered without one)
- Attachment D: If applicant is sub-contracting funds to one or more collaborative partners, an MOU is required
- Federally approved Indirect Cost Rate Agreement, if indirect costs are included in budget

The signed and completed hard copy application and required documents must be **postmarked** no later than **Thursday, February 1, 2024**. Please no staples. Late submissions will not be accepted.

*Acceptable forms of electronic signature: Electronic signature that is either: a. Hand drawn using a mouse or finger if working from a touch screen device; or b. An uploaded picture of the signatory's hand drawn signature 3. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign. If using an electronic signature, the signature must be visible, include the signatory's name and title, and must be accompanied by a signature date.*

Proposals must be submitted online and mailed **no later than 4:00 p.m. on Thursday, February 1, 2024** to:

Office of Grants and Research

35 Braintree Hill Office Park, Suite 302

Braintree, MA 02184

Attention: Samantha Frongillo, Program Coordinator

**[Samantha.Frongillo@mass.gov](mailto:Samantha.Frongillo@mass.gov)**

### **Review Process**

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

- Clear and adequate responses in Section I: Application Information and completed required additional attachments (10 points);
- Use of data to demonstrate need, identify the targeted program participants, and describe how proposed strategy/project addresses the stated need (25 points);
- A narrative that clearly describes the direct services to be provided and how these services benefit program participants and the community (25 points);
- Implementation plan and timeline that are feasible and ensure all services/deliverables will be completed within the anticipated grant period (15 points); and
- A detailed, reasonable, and complete budget (25 points).

### **Notification of Awards**

Funding recommendations will be presented by OGR to the US Attorney's PSN Selection Committee for review and forwarded to the Governor and Secretary of Public Safety and Security for approval. It is anticipated that the "Post-Incarceration Reentry Services to Reduce Recidivism" grant awards will be announced on or about **March 2024**.

### **V. Proposal Check List**

Application Elements and Required Attachments:

- Completed online application form (**Application A**)
- Budget Worksheet (**Attachment B**) submitted in Excel format (both the **Summary** and **Detail sheets** must be submitted)
- Letter of Support (An application will **NOT** be considered without one.)
- If applicable, MOU
- If applicable, Indirect Cost Rate Agreement
- Hard copy of the submitted online application and all attachments, signed and dated by the applicant's Chief Executive Officer