

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



**Fiscal Year 2023
Residential Substance Abuse Treatment
For State Prisoners Formula Grant Program
Availability of Grant Funds
Competitive Opportunity**

Release Date: September 14, 2023

Applications are due by October 12, 2023
(See [Grant Submission](#))

**Maura T. Healey
Governor**

**Kimberley Driscoll
Lieutenant Governor**

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Secretary**

**Kevin Stanton
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Residential Substance Abuse Treatment for State Prisoners (RSAT) Grant Program
Availability of Grant Funds (AGF)
Applications Due: October 12, 2023, by 4:00pm

Program Overview

The Office of Grants and Research (OGR), an agency that is part of the Executive Office of Public Safety and Security, is responsible for administering the Federal Residential Substance Abuse Treatment for State Prisoners Formula Grant Program (RSAT Program). The RSAT Program allows state and county correction facilities to re-examine the manner in which they provide substance abuse treatment to both males and females in their custody, with the goal of breaking the cycle of drugs and violence by reducing the demand for, use, and trafficking of illegal drugs. RSAT enhances the capability of states and units of local government to provide residential substance abuse treatment for incarcerated inmates; prepares offenders for reintegration into the communities from which they came by incorporating reentry planning activities into treatment programs; and assists offenders and their communities through the reentry process.

Subject to the availability of federal funds, OGR intends to make available up to **\$300,000** for the implementation of either residential or jail-based treatment programs. Proposals for residential programs will be given priority because of a stated Federal preference. An agency that applies for a jail-based treatment program must demonstrate and document that it is not able to provide a residential treatment setting. Applicants proposing residential treatment programs may apply for up to **\$35,000**. Applicants proposing jail-based treatment programs may apply for up to **\$30,000**. A match of at least 25% of the total cost of the program must be provided by your agency. Actual award amounts are subject to the availability of funds.

Please thoroughly review this Availability of Grant Funds (AGF) document and all related attachments before developing your application.

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Key Dates

AGF Released: Thursday, September 14, 2023

Proposals Due: October 12, 2023

Award Announcements: October/November 2023

Anticipated Grant Period: ~November 1 – October 31, 2024

Applicant Eligibility

This is a competitive process. The eligible state agencies include the Massachusetts Department of Correction and the Massachusetts sheriffs' departments. Successful awardees will be eligible for two additional continuation awards.

I. Important Highlights

Program Requirements

Residential Treatment Programs:

- Must last up to 12 months. If possible, participation should be limited to inmates with 6 to 9 months remaining in their confinement so they may be released from prison instead of returning to the general prison population after completing the program.
- Must provide services in a residential treatment facility that is a dedicated housing unit – a completely separate facility from the general population, exclusively for RSAT participants.
- Must focus on the substance abuse disorders of the inmate.
- Must develop the inmate's cognitive, behavioral, social, vocational, and other skills to address the substance abuse and related issues.
- Must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Must track participants' progress and include an evaluation method to assess the outcome.
- Program design must be based on effective, scientific practices.

Jail-based Treatment Programs:

- Must be a minimum of 3 months in duration.
- Must strive to separate the treatment population from the general population.
- Must focus on the substance abuse disorders of the inmate.
- Must develop the inmate's cognitive, behavioral, social, vocational, and other skills to address the substance abuse and related issues.
- Must require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants and former participants while they remain in the custody of the state or local government.
- Must include an evaluation method to assess outcome, and track participants' progress.
- Program design must be based on effective, scientific practices.

Required for All Applicants: Aftercare Services

In accordance with a new requirement of the U.S. Department of Justice (DOJ), applicants must describe how they will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided **aftercare services**. An applicant must describe the **aftercare services** that will be provided. Further, applicants must describe how the department will ensure providers furnishing **aftercare services** are approved by the appropriate State or local agency, and are licensed, if necessary, to provide medical treatment or other health services.

Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. State correctional and local substance abuse treatment programs are encouraged to work together to place program participants in residential correctional facilities that meet the RSAT Program's primary requirements.

Grant Period

Applicants may apply for **up to 12 months of funding**. The anticipated program period for this funding cycle is on or about November 1, 2023 – October 31, 2024.

II. Grant Compliance Details

Fund Disbursement. Funds will be made available to subrecipients of awards following contract/ISA execution.

Subgrantee Requirements. Sub-recipients must abide by the grant requirements below as well as OGR Sub-recipient Grant Conditions to be provided at the time of contracting.

1. *Grants Management*

- Federal grant applicants must use their Unique Entity Identifier (UEI). The UEI is assigned by and viewable within System for Award Management (SAM), but Grants.gov users can also find it listed under their organization profile. (Grants.gov retrieves the UEI from SAM). To view your organization's UEI, follow the instructions at www.fsd.gov
- Sub-recipients of federal funds must maintain current registration in the SAM database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures may be accessed at www.sam.gov. IMPORTANT: You must contact the federal government directly, through the websites provided, for a SAM registration. Please do not contact OGR; OGR cannot facilitate these federal requirements for your agency.
- Units of local government and non-profit sub-recipients that expend \$750,000 or more in a year in federal award funds shall have a single or program-specific audit conducted for that year, in accordance with federal financial assistance audit requirements. This federal reporting requirement is referenced in the 2 CFR §200.501 subpart F. To learn more about this requirement: [Title 2 Part 200 Subpart f - Code of Federal Regulations \(ecfr.io\)](https://www.ecfr.io).
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports (including match) with all required back-up documentation is required.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. DOJ. Data must be reported quarterly.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews, is required.
- Full completion of the Interdepartmental Service Agreement (ISA), including the OGR sub-recipient grant conditions to be signed and dated.
- Award sub-recipients must accept their award no later than 30 days from the award date. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.
- Sub-recipients are expected to initiate program activities within 90 days of a contract being executed, unless there are extenuating circumstances. The sub-recipient is responsible for reporting such circumstances to OGR.
- Grant funds are subject to federal accounting and audit requirements, including the prohibitions on co-mingling funds. Organizations that receive RSAT 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 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.

- Expenses paid with grant funds must be direct and specific to the implementation of the RSAT funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour workday 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

- Sub-recipients choosing to further subgrant all or any part of the amount of the RSAT award to an implementing agency or an independent contractor shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. 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 for the sub-recipient grant folder once an award is made. *For the grant application, submit a letter of collaboration, signed by the parties, that explains the relationship of the agencies that will enter into a formal MOU if awarded; mark the letter **Attachment C**.*
- 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.
- Nonprofit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to nonprofit agencies or units of local government.

3. Other Requirements

- All sub-recipients must comply with the Federal Funding Accountability and Transparency Act. Sub-recipients will receive further instruction from OGR prior to contracting.
- In accordance with civil rights laws and regulations, sub-recipients 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, sub-recipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.
 - Sub-recipients will be required to complete a Certification of Compliance with Regulations form, responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some sub-recipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEOP, or EEOP 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, 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, sub-recipients 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.

4. *Reporting Alleged Waste, Fraud, and Abuse*

It is the responsibility of the sub-recipient 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 Field Office
1 Battery Park Plaza, 29th Floor
New York, NY 10004
212-824-3650
<http://www.usdoj.gov/oig/>
- 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
- Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us

III. How to Apply

Applicants must complete each of the following sections as part of the Application Response. This section describes: (A) application requirements, (B) the proposal review criteria, and (C) submission process.

(A) Application Requirements

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals. **All applicants will be required to submit an online Application and hard copy version of their proposal.**

The [online Application](#) must be completed as outlined here.

Applicant Information

- Applicant, program director, and fiscal contact information

Program Information

- Program name, type of agency, program type (residential or jail-based treatment)
- Summary of the Proposed Program (about 250 characters)

Program Narrative

The narrative is composed of four components: Statement of the Problem; Program Description; Program Goals and Objectives, Activities, Timeline, and Performance Measures; and Budget Narrative.

a. *Statement of the Problem/Needs Assessment (up to 4,000 characters, approximately 2 double-spaced pages/size 12 font)*

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

- State clearly whether this request is to support a new Residential/Jail-Based Substance Abuse Treatment Program or an expansion/continuation of existing efforts.
- Identify and provide the current status of any other existing RSAT program within the applicant agency.
- Describe any other funding resources, if available, that are/will be available to support the new or existing RSAT program.
- Describe the need, nature, and extent of the problem to be addressed and its effect or consequences for the community and the target population.
- Describe the target population by using demographic and other data where possible. Include complete references.
- Support your statements with statistical or other factual information or relevant literature. The sources or methods used for assessing the problem should also be described.

b. *Program Description (up to 4,000 characters, approximately 2 double-spaced pages/size 12 font)*

This section should address both the scope and intent of the program and how it will address the problem.

- An agency that applies for a jail-based treatment program must demonstrate and document that it is not able to provide a residential treatment program.
- Describe the activities to be conducted by the residential treatment program or the jail-based treatment program and its desired impact. Address the following:
 - What types of short- and long-term changes are anticipated as a result of the program?
 - Is the anticipated impact of the program significant yet reasonably achievable within the program period?

- Include criteria to determine when clients have successfully completed the program.
- Describe what risk factors will be addressed by the program.
- Describe the link between research (science-based evidence) and the proposed program and the evaluation results of the model program to be replicated. In a difficult budget climate, it is critical that grant dollars are spent on programs whose effectiveness is proven.
- Describe collaborations with community and business groups, government officials, family, faith-based organizations, etc.
- Describe how the agency will ensure that individuals who participate in the RSAT Program established or implemented with these federal funds will be provided aftercare services. An applicant must describe the aftercare services that will be provided. Further, applicants must describe how the department will ensure providers furnishing aftercare services are approved by the appropriate State or local agency, and are licensed, if necessary, to provide medical treatment or other health services.
- Past Progress for previous year(s) of funding under the RSAT program (if applicable).
- Describe efforts being or to be made to sustain the program's continuation once federal RSAT funds are exhausted. Include both efforts at obtaining funding as well as non-monetary means for sustaining a program.

c. ***Program Goals and Objectives, Activities, Timeline, and Performance Measures***

Applicants must clearly state the goals and objectives of what will be achieved with RSAT 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 answer the questions: 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 and Timeline: List the programmatic activities to be carried out within the proposed program period. Please include:

- Start and end dates and list of major tasks/activities for implementing your program,
- When and where program components will take place,
- Who will carry out/participate in the activities and a description of how long it will take to complete each activity,
- Whom the program will serve, and
- Identification of program personnel involved and their duties. If the position is vacant, a description of the position and information pertaining to how and when the job will be filled must be included in the application.

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 at meeting its initial goals and objectives,

- Whether the program is serving the intended target population (e.g., number of offenders who completed the 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.

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. Clearly explain 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.

Unallowable Activities

Twelve-Step Recovery Programs may not be paid for with these funds.

Federal Executive Order 13279, Executive Order 13559, and the DOJ's regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, prohibit recipients from using DOJ financial assistance on inherently (or explicitly) religious activities and from discriminating in the delivery of services on the basis of religion. *Twelve-Step recovery programs are considered inherently religious activities.*

Thus, RSAT applicants and eventual sub-recipients must carefully structure their programs and activities to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs. Sub-recipients must also ensure that twelve-step programs take place at a separate time or location and that substance-abuse treatment programs must make clear to both OGR and the RSAT participants that twelve-step programming is separate and distinct from DOJ-funded programs. For further information, please go to the Frequently Asked Questions (FAQ) which may be found on the OJP's Office for Civil Rights' website. One can also contact the Office for Civil Rights at (202) 307-0690.

Budget Narrative and Budget Excel Worksheet (up to 2,000 characters, approximately 1 double-spaced page/size 12 font)

- The Budget Narrative section should outline the budget necessary to implement the proposed program and achieve its goals and objectives. **Applicants should submit a budget for 12 months of funding. Applicants must also complete a Budget Excel Worksheet** (Refer to **Attachment A**). Please be sure to complete both the summary and detail worksheets and submit with your application response.

Unallowable Costs

- Construction, office furniture, or other like purchases.
- Funds *may not* be spent on food or beverages for trainings, conferences, or staff meetings
- 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.
- Twelve-Step Recovery Programs (see details on p. 8)

See below table for **Allowable Cost Categories**. Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	<ul style="list-style-type: none"> - Full- or part-time regular salaried employees working on the grant. - A copy of staff resume(s) and/or job descriptions must be included in the applicant's response.
Fringe Benefit Costs	<ul style="list-style-type: none"> - Eligible costs include the <u>employer share</u> of the following: <ul style="list-style-type: none"> ✓ Life insurance ✓ Health insurance ✓ Social security costs ✓ Pension costs ✓ Unemployment insurance costs ✓ Workers compensation insurance - 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). - Include copy of approved rate agreement in the application response.
Indirect Costs	<ul style="list-style-type: none"> - 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.
Consultants/ Contract Costs	<ul style="list-style-type: none"> - Consultant or contractor fees. - The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per 8- hour day or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception, not the rule.
Equipment	<ul style="list-style-type: none"> - Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Travel Costs	<ul style="list-style-type: none"> - 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 \$0.62 per mile, as well as the actual costs of tolls and parking. - 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.
Supplies	<ul style="list-style-type: none"> - Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	<ul style="list-style-type: none"> - Items (e.g., rent costs, telephone costs, training material costs)

Matching Funds

For each federal dollar awarded, the sub-recipient must provide a match toward the cost of the program. Federal grant funds provided may not exceed 75% of the total cost of your program. A match of at least 25% of the total cost of the program must be provided by your agency.

The 25% matching funds may be in the form of cash or in-kind contributions. For example, a total program cost of \$46,667 with a 25% matching requirement would be funded with \$35,000 in Federal dollars and \$11,667 in local match. Use the below calculator to calculate your agency's required match based upon your requested award amount:

Grant Funds Requested

Match Funds Required

Total Project Cost

The grant amount plus the match equals the total program cost. Your agency is responsible for ensuring that a commitment for matching funds is available prior to submitting an application. The applicant must certify as part of its application that the required match will be made available for expenditures during the program period as part of this grant program. This certification is made by including the total match amount on the application form and signing the certified assurances document within the Application form.

Grantees must maintain records that clearly indicate the source, the amount, and the timely expenditure of match contributions. All grant award recipients must provide the required match. There is no waiver provision for the match.

Match Timing

Matching contributions need not be applied at the exact time or in proportion to the obligation of Federal funds. The full matching share, however, must be obligated by the end of the contract period. Please note that OGR reserves the right to delay the Federal payment portions pending the receipt of documentation of the matching share.

(B) Proposal Review Process

This is a competitive grant and will be subject to a peer review process. It is the intent of OGR to distribute funding equitably and geographically throughout the Commonwealth. Applications will be reviewed and scored by three peer reviewers based on the following criteria:

- **Program Narrative** including clear statement of the problem, needs assessment, applicant experience/capability, and program description. (30 points)
- Realistic, thorough, and achievable **goals, objectives, timelines, and activities**. Description of proposed **performance measures** and **data collection methods** used for quarterly reporting of progress and performance metrics (20 points)

- Reasonable and cost-effective **budget** demonstrating allowable costs, compliance with state and federal rules, identification of matching funds and source, and direct support of proposed strategy/ activities. (30 points)
- **Past performance:** The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. (10 points)
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as required signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.). (10 points)

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. Awards may provide applicants with full or partial funding, based on reviewers' recommendation, availability of funds, applicant's past performance in managing OGR funding, and to ensure equitable distribution of funds throughout the Commonwealth. It is anticipated that the RSAT Program grant awards will be announced October 2023.

(C) 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).**

Please Note: The application and attachments are to 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/residential-substance-abuse-treatment-for-state-prisoners-rsat-program>

Step 1: [Online Submission](#)

All applicants are required to submit the [online form](#) via the link below:

[Online Application Form](#)

Please contact Emily Haines at Emily.fontaine@mass.gov if your agency has any questions regarding the online 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.

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 Authorizing Official of your agency on the hard copy application.

Applicants must submit by mail:

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

Online applications must be submitted **no later than 4:00 p.m. on Thursday October 12, 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: Emily Haines, Program Coordinator
Emily.fontaine@mass.gov

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.

IV. Notification of Awards

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

V. Proposal Check Lists

Electronic Application Elements and Required Attachments:

- ☐ 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 of the Sheriff's Department or Department of Corrections submitted via mail.
- ☐ Budget Excel Worksheet (Attachment A) - Both the Summary and Detail sheets must be uploaded to the online application and a printed copy submitted with the hard copy application.
- ☐ Risk Assessment Form (Attachment B) - Scanned and uploaded to the online application.
- ☐ MOU (if applicable) marked as Attachment C - Scanned and uploaded to the online application.
- ☐ Federally Approved Indirect Cost Rate Agreement (if applicable) - Scanned and uploaded to the online application.

For Information: Contact Emily Haines at emily.fontaine@mass.gov