

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



**State Fiscal Year 2024  
2024 Senator Charles E. Shannon, Jr. Community Safety  
Initiative  
Local Action Research Partners  
Availability of Grant Funds**

**Maura T. Healey  
Governor**

**Kimberley Driscoll  
Lieutenant Governor**

**Terrence M. Reidy  
Secretary**

**Kevin J. Stanton  
Executive Director**

## PROGRAM OVERVIEW

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants & Research (OGR) is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program. The Shannon CSI Grant Program is authorized under Chapter 126 of the Massachusetts Acts of 2023, An Act making appropriations for Fiscal year 2024.

The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Comprehensive Gang Model.<sup>1</sup> Grant funding, oversight, and technical assistance supports regional and multi-disciplinary approaches to *combat gang violence* through coordinated prevention and intervention, law enforcement, prosecution, and reintegration type programs. Local Action Research Partners (LARPs) assist funded sites by providing strategic, analytic, technical, and research support.

## SECTION 1 - IMPORTANT HIGHLIGHTS

### *Key Dates*

AGF Posted:	August 15, 2023
Proposals Due:	October 17, 2023, no later than 4:00 p.m.
Award Announcements:	November/December 2023
Grant Period:	On or about January 1, 2024 through December 31, 2024

### *Funding Overview*

Due to an increase in funding of about 3.82%, OGR expects to award up to \$837,000 as a result of this AGF. Applicants should apply accordingly.

### *Eligibility*

Public and quasi-public entities or non-profit research entities established to fulfill a primary public purpose are eligible to apply for funding.

## SECTION 2 - GRANT COMPLIANCE DETAILS

### *Fund Disbursement*

Details about the fund disbursement process will be provided when the awards are made.

### *Project Duration*

Applicants must apply for up to one year of funding. The anticipated funding cycle for projects will begin on or about **January 1, 2024 and end on December 31, 2024.**

### *Sub-recipient Requirements*

Sub-recipients must abide by the grant requirements below and the OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

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<sup>1</sup> For more information on the OJJDP Comprehensive Gang Model, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)

## Grants Management

If awarded, OGR requires:

- Sub-recipient grant conditions to be signed and dated.
- The submission of satisfactory and timely progress reports and quarterly financial reports.
- The individual acting as the LARP to be the single point of contact for the management of the grant.
- The identification of the project director and their contact information.
- Cooperation during OGR monitoring endeavors including site visits, desk reviews and attendance at technical assistance meetings.
- Cooperation during the implementation of the individual risk assessment tool.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI LARP-funded project.
- Funds for projects and services provided through this grant must supplement, not supplant, other state or local funding sources. Supplanting of funds is strictly prohibited.

## Procurement

- Applicants must submit a Memorandum of Understanding (MOU), signed by the senior official of the site and the LARP, that outlines the respective roles and responsibilities of the applicant and their Shannon CSI partner site. This document can be included as the MOU (Attachment C).
- Procurement of services, equipment and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.
- It is the responsibility of the 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 related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[IGO-FightFraud@state.ma.us](mailto:IGO-FightFraud@state.ma.us)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)  
<https://www.mass.gov/how-to/report-waste-and-abuse>

## Other Requirements

- LARPs assist the Shannon CSI site program director, steering committee and funded program partners by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that the goals of the funded Shannon CSI programs are within scope, on schedule and within budget.
- LARPs must work with the site program director to ensure timely and accurate programmatic reporting within the reporting database for the site and funded program partners.
- LARPs inform the site program director, funded program partners and other program stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches like the OJJDP's Comprehensive Gang Model. This information should be used to guide Shannon CSI program strategies.
- LARPs assist the Shannon CSI site program directors and Statewide Research Partner in implementing the individual risk assessment tool to be used for identifying Shannon eligible youth participating in the Shannon CSI funded programs.
- LARPs must work with their respective site to adopt and utilize the following terms:
  - ***Shannon eligible youth*** must be: **(1)** between the ages of 10-24 years of age; **(2)** living in a *high-risk (or hot-spot) area within the community*; and **(3)** *at-risk or high-risk* of becoming involved, or currently involved, in gang activity.
  - ***Low-risk youth*** are in danger of engaging in risky behaviors or gang activity, due to the presence of known risk factors for gang involvement, such as exposure to gang affiliates, in their environment (home or community).
  - ***Moderate-risk youth*** are exposed to the same risks factors as low-risk youth, as well as additional risk individual factors such as school failure, truancy, dropping out of school, substance abuse, court involvement, witnessing violence or violent victimization, and gang involvement as an affiliate or member not yet participating in violent criminal activity.
  - ***High-risk youth*** are identified as those youth being perpetrators or victims of shooting or stabbing violence, and/or are known gang members.
- LARPs support the Shannon CSI site in researching, developing and implementing the community risk assessment to be used for identifying strategies or gaps in services needed

to address the specific *gang violence problem*. **Community assessments are to follow the OJJDP guidelines.**<sup>2</sup>

- LARPs are required to present recommendations and propose suggestions for their Shannon CSI colleagues (via steering committee meetings, funded partner meetings, technical assistance meetings, email blasts, etc.) based on:
  - Outcomes and performance of the funded Shannon CSI programs;
  - Knowledge gained from research and evaluation literature; and
  - Results of individual and community risk assessments.
- Minimal recommendations should:
  - Suggest improvements to services;
  - Advise changes to program strategy;
  - Improve communication and collaboration within the community;
  - Identify gaps in community programming;
  - Determine emerging trends in the community; and
  - Advance means of data collection.
- LARPs will provide and/or facilitate technical assistance for the site program director and funded program partners on relevant topics such as, but not limited to, use and implementation of individual and community risk assessment tools, quarterly reporting, etc., on an as needed basis.
- LARPs must attend all scheduled technical meetings or other trainings deemed mandatory by OGR.

## SECTION 3 - APPLICATION PROCESS

### *Proposal Pre-Submission Requirements*

#### *Application Questions*

OGR will accept written questions regarding this AGF until **September 13, 2023**. Submit questions via email to: [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov). Responses to all questions will be posted no later than **September 20, 2023** at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. *Responses will not be provided for questions submitted after September 13, 2023.*

### *Application Instructions*

*Please note: New this year! Online application Form! The application will be completed via an online application form and all attachments will be uploaded to the online form. No emailed submissions will be accepted, no hard copy applications needed.*

Acceptable application formatting includes:

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

### *Required Sections*

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<sup>2</sup> For more information on the OJJDP Comprehensive Gang Model Community Assessment Guideline, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)

### Applicant/Project Information

Provide Program and Fiscal contact information, Senior/Municipal Department Official, amount requested, partner communities.

**Signature :** The Senior/Municipal Department Official must digitally sign the completed online application form before submitting to demonstrate acceptance of the matching assurance and support of the application. This will be the last step of the application.

*\*The application will be considered invalid unless a senior official from the applicant agency has signed and dated the cover page.*

### Program Narrative

- **Applicant Qualifications and Experience**

*If an applicant received funding previously:*

- Provide resumes for only the *new* staff filling a key role or having key responsibilities on this project during 2024.
- Applicants must submit a MOU, signed by a senior official of the site and the LARP, which outlines the respective roles and responsibilities of the applicant and their Shannon CSI partner site. The MOU can be included within the MOU (*Attachment C*).

*If a new applicant:*

Demonstrate the applicant's knowledge and experience working on a project with a comprehensive, multi-disciplinary approach based on OJJDP's Comprehensive Gang Model. Include:

- Knowledge and experience relating to evidence-based practices and best practices research relevant to this model. <sup>3</sup>
- Based on the proposed Shannon CSI site strategy, detail the applicant's capacity to provide support, assist, guide and potentially re-access the feasibility and appropriateness of the selected strategy with the site program director.
- Provide resumes of all individuals who will be filling any key role or having key responsibilities on this project. Resumes can be included within Additional Material (*Attachment D*).
- Applicants must submit a MOU signed by a senior official of the site and the LARP that outlines the respective roles and responsibilities of the applicant and their Shannon CSI partner site. The MOU can be included within the MOU (*Attachment C*).

- **Program Strategy**

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<sup>3</sup> For more information regarding the Office of Juvenile Justice and Delinquency Prevention Best Practices (Second Edition) at [www.ncjrs.gov/pdffiles1/ojjdp/231200.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/231200.pdf)

- **Action Research**

Explain the methods the applicant will use to provide strategic, analytic, technical and research support when assisting the Shannon CSI site director, steering committee and funded partners in improving or maintaining the Shannon CSI strategy and outcomes.

- How will the applicant assess the effectiveness of the implemented Shannon CSI strategy?
  - What data will be used?
  - How will the data be collected and analyzed?
  - How will this information be communicated?
- How will the applicant inform the Shannon CSI site director, funded partners and other stakeholders as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches like OJJDP's Comprehensive Gang Model?
  - What methodology/steps will be used for collecting, organizing and archiving this information for ease of accessibility of all stakeholders?
- How frequently will the applicant present recommendations and proposed suggestions to the Shannon CSI site director, steering committee and funded partners?

*If an applicant received funding previously:*

Indicate any challenges experienced in the previous grant cycle and means for addressing these challenges.

*If a new applicant:*

Define the methods for establishing an effective working relationship with the site (including steps that have already been taken such as any preliminary discussions regarding this application).

- **Shannon CSI LARP and Site Collaboration Efforts**

Shannon CSI site applicants are asked to provide a *gang definition* and *gang violence problem statement*. Based on the site's definition and statement:

*If an applicant received funding previously:*

Describe the applicant's involvement in the development or revision of the Shannon CSI site's:

- *Gang Definition*
- *Gang Problem Statement*

*If a new applicant:*

Describe the steps, methods and strategies that would be taken to assist the Shannon CSI site develop or define:

- *Gang Definition*
- *Gang Problem Statement*

- **Risk Assessments**

Shannon CSI site applicants are asked to describe the methods used to identify strategies or gaps in services needed to address the specific gang violence problem in the community, as well as the strategies and funded programs selected as a result of these methodologies. Based on the methods and strategies provided, indicate the progress made on the following items:

- **Community Risk Assessments**

*If an applicant received funding previously:*

- What is the status of your community risk assessment?
- If an assessment has not been completed, please explain why and provide a timeline for completion.
- If completed, detail what recommendations which, if any, were made to the site from the assessment and their impact on Shannon programming.

*If a new applicant:*

Explain how the applicant will strategize, research or commence with the development of a community risk assessment. **Community assessments are to follow the OJJDP guidelines.**<sup>4</sup>

- **Individual Risk Assessments**

The Shannon CSI sites have implemented an individual risk assessment tool to be utilized for assessing Shannon eligibility for non-case management, non-drop-in and non-suppression programs. Include how the applicant will:

- Increase the number of programs utilizing the individual risk assessment tool.
- Assist in the implementation of the risk assessment tool for new programs.

- **Reporting technical assistance**

Explain how the applicant will assist the Shannon CSI site and funded partners to ensure timely and accurate programmatic reporting within the reporting database. Explanations should include:

- How the applicant will assist with data entry and processing, review and validate the data, and liaise with the Statewide Research Partner.
- How will the applicant provide technical assistance related to the reporting database (i.e., periodic check-ins, scheduled meetings, etc.).

### Budget Narrative

Complete the Budget Narrative section which provides additional details for budget expenditures. The Budget Narrative should further indicate how each budget line item links to the applicant's proposed strategy. Activities and programs referenced in the proposed strategy should be outlined in the Budget Narrative in order to be considered for funding.

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<sup>4</sup> For more information on the OJJDP Comprehensive Gang Model Community Assessment Guideline, see: [www.nationalgangcenter.gov/Comprehensive-Gang-Model](http://www.nationalgangcenter.gov/Comprehensive-Gang-Model)

### Budget Excel Workbook (*Attachment A*)

This separate excel attachment outlines the budget necessary to implement the applicant's proposed strategy. This will be uploaded through the online form. Applicants must:

- **Submit a *twelve-month* budget.**
- Utilize *Attachment A* to document the proposed costs for each cost category. Estimated costs must be identified.

*\*please note, the previously required 25% match is no longer a requirement for LARPs.\**

Table 1. Cost categories.

Budget Cost Categories	Explanation of Costs
Personnel	<ul style="list-style-type: none"><li>• Full- or part-time regular salaried employees working on the grant.</li></ul>
Fringe	<ul style="list-style-type: none"><li>• Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known municipality paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. Employer paid payroll taxes may also be included as a separate cost.</li></ul>
Contracts/Consultants	<ul style="list-style-type: none"><li>• Consultant or contractor fees.</li><li>• 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 day requires prior written approval by OGR.</li><li>• Contracts – a competitive process based on the municipality's procurement policy should be followed when procuring contracted services.</li><li>• <i>Contract salary, fringe benefit, travel, and other costs should be placed within this category and follow instructions within direct salary, fringe benefit, travel and other cost categories.</i></li></ul>
Travel	<ul style="list-style-type: none"><li>• Travel directly related to the purpose of the grant.</li><li>• In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.62 per mile, as well as the actual costs of tolls and parking.</li></ul>
Equipment	<ul style="list-style-type: none"><li>• Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment (e.g., communication, IT, etc.).</li></ul>
Supplies	<ul style="list-style-type: none"><li>• General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).</li></ul>
Other	<ul style="list-style-type: none"><li>• Items (e.g., direct and/or support service costs, rent costs, telephone costs, reproduction costs, training material costs, 10% grant administration costs).</li></ul>

### Risk Assessment Form (*Attachment B*)

Complete this form by following the instructions within the attachment.

### MOU (*Attachment C*)

See MOU description (p. 5-6) for further instructions.

### Additional Material (*Attachment D*).

Applicants may attach any additional material that may be helpful to reviewers, including but not limited to community assessments, cooperative agreements, or letters of support to

demonstrate collaboration, and press clippings or survey results that illustrate the community crime problems, etc.

Applicants should be aware that award determinations will be based primarily on the required information provided in the application. Please note, that additional material will not be factored into the scoring of the application.

### **Submission Process and Deadline**

Submit **online application** including all required Attachments by 4:00 p.m. on October 17, 2023.

*-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)*

### **Proposal Review Process**

Applications will be subjected to a competitive review process and may be reviewed in tandem with the respective Shannon CSI application. Each application will be evaluated based on the following:

- **Relevancy of applicant qualifications and experience.**  
The applicant's demonstrated knowledge of, and past professional experience working with evidence-based and best practices relevant to the Comprehensive Gang Model will help to determine the applicant's capacity to provide support to Shannon CSI site.
- **Quality of action research.**  
The applicant's demonstrated ability to present qualitative and quantitative data will be used to determine the applicant's ability to inform the Shannon CSI stakeholders of the emerging trends and program effectiveness.
- **Justification of the partnership and collaboration.**  
Partnerships between the applicant and the Shannon CSI site, as well as the proposed strategies for developing and implementing the community risk assessment and individual risk assessments will be used to determine if the proposed partnerships will result in productive and effective efforts that help reduce the *gang violence problem*. Additionally, the applicant's ability to adequately allocate resources for reporting assistance will be taken into consideration
- **Consistency between the proposed budget and strategy.**  
The proposed Budget Excel Workbook and Budget Narrative will be evaluated to ensure that the approved cost categories are comprised of items which ensure proper implementation and maximum effectiveness of the proposed strategy.
- **Past Performance** with Shannon grant funds. Non-compliance with programmatic and/or reporting requirements such as late or delinquent report submission, missing required supporting documentation and the like, may be taken into consideration during review. Details regarding grant compliance, forms and reporting requirements will be provided at the time of contracting. Note: all SFY23 funded LARPs must be in compliance with all

programmatic and fiscal reporting requirements in order to receive a SFY24 grant award.

#### SECTION 4 - NOTIFICATION OF AWARDS

Final funding decisions are at the discretion of the OGR Executive Director, Secretary of Public Safety and Security and Governor's Office. It is anticipated that grant awards will be announced in **November/December 2023**.

#### SECTION 5 - PROPOSAL CHECKLIST

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

Hard copy applications are NOT required.

The AGE, link to the online application, and all other required documents can be found on our website:

<https://www.mass.gov/service-details/shannon-community-safety-initiative-csi>

- **Submitted Online Digitally Signed Application** – *Please notify OGR immediately if applicant is unable to utilize the online application.*
- **Budget Excel Worksheet (Attachment A)** (both the Summary and Detail sheets must be uploaded to the online application)
- **Risk Assessment Form (Attachment B)** to be uploaded to the online application.
- **MOU (Attachment C)** to be uploaded to the online application
- **Additional Material (Attachment D)** to be uploaded to the online application