

**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 (CSI)
Shannon CSI Statewide Research Partner
Availability of Grant Funds**

Applications Due: Friday, March 22, 2024

**Maura T. Healey
Governor**

**Kimberley Driscoll
Lieutenant Governor**

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Secretary**

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Executive Director**

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

**Availability of Grant Funds (AGF)
2024 Senator Charles E. Shannon, Jr. Community Safety Initiative
Shannon CSI Statewide Research Partner**

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 by Chapter 227 of the Massachusetts Acts of 2023, An Act Making Appropriations for the 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.¹ Grant funding, oversight, and technical assistance support regional and multi-disciplinary approaches to *combat gang violence* through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs. The Statewide Research Partner (SRP) assists all funded Shannon CSI sites, Local Action Research Partners (LARPs), and OGR by providing strategic, analytic, and research support. The purpose of this Availability of Grant Funds is to competitively seek a Shannon Statewide Research Partner (SRP).

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SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates:

AGF Posted:	Wednesday, February 21, 2024
Proposals due:	Friday, March 22, 2024, no later than 4:00 pm
Award Announcements Anticipated:	May 2024
Anticipated Grant Period:	On or about July 1, 2024 through June 30, 2025

¹ For more information on the OJJDP Comprehensive Gang Model, see: www.nationalgangcenter.gov/Comprehensive-Gang-Model

1.2 Eligibility

- Public and quasi-public entities or not-for-profit research entities in Massachusetts established to fulfill a primary public purpose may apply. Applicants must demonstrate prior experience with providing technical assistance, training, and assessments related to gang violence/intervention programming.
- **Preference will be given to a Statewide Research Partner with past experience successfully performing this role.**

1.3 Total Funding Available

- OGR will make one award (**maximum \$258,000**).
- Applicants should provide a budget for twelve (12) months of funding.
- Not more than 10% of the total grant amount requested may be for administration of the program.

1.4 Project Duration

- The anticipated funding cycle for projects will **begin on July 1, 2024 and end June 30, 2025**. Due to funding limitations, OGR may award full funding, partial funding, or no funding.

1.5 Purpose

- The SRP will assist the OGR, Shannon CSI site program directors, LARPs, steering committees, and funded program partners by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that goals of the funded Shannon CSI programs are within scope, on schedule, and within budget.

SECTION 2 - GRANT COMPLIANCE DETAILS

2.1 Fund Disbursement

- The SRP will receive their full award amount upon the execution of the 2024 SRP contract.

2.2 Project Duration

- Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on or about **July 1, 2024 and end June 30, 2025**.

2.3 Sub-recipient Requirements

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

2.3.1 Grants Management

- OGR sub-recipient grant conditions must be signed and dated.
- Submission of satisfactory, accurate, and timely programmatic and quarterly financial reports is required.

- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings is expected.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI SRP-funded project (see [Table 1](#) and [Table 2](#) for detailed allowable and unallowable cost descriptions).
- Supplanting of funds is strictly prohibited. Funds for projects and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.
- 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.

2.3.2 Procurement

- Grant sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI SRP grant award, shall include the provisions of the OGR Standard Grant Conditions and enter into a written contract or Memorandum of Understanding (MOU) with the implementing agency or independent contractor. A copy of the executed contract or MOU must be submitted to OGR for the official grant file.
- 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, and appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

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

Office of the State Auditor
 Massachusetts State House
 Room 230
 Boston, MA 02133
 617-727-2075
[Report Waste and Abuse](#)

2.3.3 Other Requirements

The SRP will:

- Review and analyze Shannon CSI program reports and provide **Bi-Annual Summary Reports** to OGR, due 30 days after the submission of progress reports by Shannon sites and LARPs, that will:
 - Update OGR on the progress of activities funded with Shannon CSI resources.
 - Update OGR on changes in Shannon CSI youth target populations (both those being served and trends in the environmental impacts on the target population).
 - Identify sites and specific programs whose progress reports need improvement, and provide appropriate feedback.
 - Identify sites and specific programs that have achieved significant success.
 - Identify sites and specific programs that are experiencing challenges in implementing activities successfully, and provide recommendations for resolution.

- Submit a **Final Comprehensive Report** to OGR, by June 15, 2025, that summarizes
 - Relevant historical trend data on the Shannon program, to date.
 - Uses quantitative analyses to demonstrate the impacts of activities representing the five core elements of the Comprehensive Gang Model in each Shannon CSI site.
 - Details successes and challenges faced by the Shannon CSI communities and provides recommendations for improvement.
 - Provides qualitative data to support individual success stories and improvements from the various programs.
 - Highlights best practices/lessons learned from the various Shannon CSI programs during the grant cycle.
 - Identifies how sites evaluated challenges and adjusted programming to address those challenges.

- Inform OGR, Shannon CSI site program directors, LARPs, funded program partners, and other program stakeholders, throughout the grant lifecycle, as to emerging and relevant evidence-based and best practices research, specific to comprehensive, multi-disciplinary approaches, such as OJJDP's Comprehensive Gang Model. This information should be used to guide Shannon CSI program strategies.

- Assist OGR, Shannon CSI site program directors, and LARPs in assessing the reliability of the individual risk assessment tool to be used for identifying at-risk and high-risk youth participating in the Shannon CSI funded programs.

- Present recommendations and proposed suggestions to OGR, throughout the grant cycle, based on:
 - Outcomes and performance of the funded Shannon CSI programs
 - Knowledge gained from research and evaluation literature
 - At a minimum, recommendations should:

- Suggest improvements to services
 - Improve communication and collaboration among OGR, Shannon CSI program directors, LARPs, and other Shannon CSI stakeholders
 - Identify gaps in Shannon CSI programming
 - Determine emerging trends based on empirical research
 - Advance means of data collection
- All recommendations should be communicated to OGR via the bi-annual reports.
- Produce **One-page Briefs** summarizing the impact of (1) Shannon CSI statewide and (2) each individual Shannon CSI site. The SRP must develop recommendations for the format and contents of the information about the Shannon sites for the one-page briefs. Components of the one-page briefs may include: outline the funded partners, allocation of funds for each of the five core elements in the Comprehensive Gang Model, contextual data on youth and gang violence (e.g., number of gangs in each Shannon CSI site, percentage of gang members under 25, crimes committed, etc.), program successes, outputs (i.e., number of youth served and services provided), and analyses of trends and crime data. Draft reports shall be provided to OGR, formatted with publishing software agreed upon with OGR, by end of February 2024; final reports must be completed by March 2025.
 - Provide additional creative research ideas to incorporate into the briefs and/or the site reports to provide more measurable outcomes and anecdotal data.
 - Provide and/or facilitate technical assistance for OGR, Shannon CSI site program directors, LARPs, and funded program partners on relevant topics such as, but not limited to, use and implementation of individual and community risk assessment tools, Google Docs platform, etc., on an as-needed basis.
 - Track and follow up directly with sites to ensure required NIBRS data are submitted and are timely.
 - Attend all scheduled technical meetings or other trainings deemed mandatory by OGR.
 - Submit complete and accurate programmatic and financial reports to OGR by the submission due date.

SECTION 3 - APPLICATION PROCESS

3.1 Application Instructions

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

- Submission of all attachments will be completed through this online application.

3.2 Required Sections

3.2.1 Applicant Contact Information

- Complete with **Program Manager/Grant Point of Contact** name and contact information for the individual acting as the SRP even if that individual is operating as a contractor.

The application will be invalid unless an authorized agency representative from the applicant agency has signed and dated the online application.

3.2.2 Program Narrative

- **Program Strategy**

1. Action Research

- Explain the methods the SRP applicant will use to provide strategic, analytic, technical, and research support when assisting OGR, the Shannon CSI sites, LARPs, funded partners, and other stakeholders in improving or maintaining the Shannon CSI program and outcomes.
 - How will data be collected and analyzed?
 - How will this information be communicated to relevant stakeholders?
- How will the SRP applicant inform OGR, the Shannon CSI sites, funded partners, LARPs, 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 for all stakeholders?
- How will the SRP applicant present recommendations and proposed suggestions (as outlined in [Grant Compliance, Other Requirements-Section 2.3.3](#)) to OGR, the Shannon CSI sites, LARPS, and funded partners?
- How will the SRP applicant track and ensure Shannon CSI sites are submitting accurate and timely NIBRS data for program analysis?
- How will SRP ensure timely completion of proposed deliverables (bi-annual summary reports, comprehensive final report, one-page briefs, as outlined in [Grant Compliance, Other Requirements-Section 2.3.3](#))

2. Shannon CSI SRP Collaboration Efforts

Collaboration efforts with Shannon CSI LARPs and OGR:

- Explain how the SRP applicant will coordinate regular communications to the LARPs and OGR. Regular communications include, but are not limited to:
 - Requests for updates on LARP activities and the activities of the Shannon CSI sites
- Discuss relevant LARP issues and/or topic ideas to be covered at up to two semi-annual meetings hosted by the SRP with the LARPs, Shannon CSI sites, funded partners, and OGR in attendance.
- Be sure to explain how the topics within *Grant Compliance “Other Requirements” Section 2.3.3*) will be addressed and implemented if not already addressed elsewhere.

3. Individual Risk Assessments

Assessing the reliability of the individual risk assessment tool:

- Explain how the SRP applicant would assess the reliability of the individual risk assessment tool during the early stages of implementation.
- Explain how the SRP applicant will use information gleaned from the assessment to adjust implementation of the individual risk assessment tool and/or the tool itself.
- Explain how the SRP applicant will share feedback to sites on ways to enhance the implementation of the individual risk assessment tool.

4. Quarterly Programmatic Reporting

- Explain how the SRP applicant will assist OGR, Shannon CSI site directors, LARPs, and funded partners to ensure timely and accurate quarterly programmatic reporting via the SRP’s selected platform. Explanations should include:
 - How the SRP applicant will assist with review and validation of the data, and liaise with OGR, Shannon CSI site, and funded partners.
 - How the SRP applicant will provide technical assistance related to the reporting platform (i.e., periodic check-ins, scheduling meetings, etc.) for OGR, Shannon CSI sites, and funded partners.
 - How the SRP applicant will assist OGR in the development and maintenance of the platform’s reporting forms.

3.2.3 Budget

This section outlines the budget necessary to implement the applicant’s proposed strategy. Applicants must:

- **Submit a *twelve-month* budget.**

- Utilize *Attachment A* to document the proposed costs for each allowable cost category (see *Table 1* and *Table 2*). Estimated costs must be identified in detail. *Attachment A* will be uploaded to the online application.

SRP applicants must be the entity that intends to act as the SRP. Applications cannot be submitted on behalf of an SRP applicant to contract **out 100% of the SRP funds**.

3.2.4 Budget Narrative

Submit a Budget Narrative to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line item links to the applicant’s proposed strategy (see *Table 1* and *Table 2*). Activities and programs referenced in the proposed strategy should be outlined in the Budget Narrative to be considered for funding.

Table 1. Allowable cost categories.

Allowable Budget Cost Categories	Explanation of Allowable Costs
Personnel	<ul style="list-style-type: none"> Full or part-time regular salaried employees working on the grant.
Fringe	<ul style="list-style-type: none"> Employer Fringe benefits requested to be paid by this grant can be based on either: 1) actual known paid costs for each benefit category, or 2) an established formula applied to the base salary numbers, broken out by the benefit category. Fringe benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost.
Contracts/Consultants	<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 day requires prior written approval by OGR. Contracts – a competitive process based on the agency’s procurement policy should be followed when procuring contracted services. <i>Contract salary, fringe benefit, travel, and other costs should follow instructions within direct salary, fringe benefit, travel, and other cost categories.</i>
Local Travel	<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.
Equipment (communication, IT, etc.)	<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.
Supplies	<ul style="list-style-type: none"> General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other	<ul style="list-style-type: none"> Items (e.g., rent costs, telephone costs, reproduction costs, training material costs, 10% grant administration costs). Printing costs.

	<ul style="list-style-type: none"> Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/ contracts, travel and/or supplies cost category can be included in the “Other” cost category. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated.
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Table 2. Unallowable cost categories.

Unallowable Budget Cost Categories	Explanation of Unallowable Costs
Other	<ul style="list-style-type: none"> No grant funds may be spent for construction, office furniture, or other like purchases. No grant funds may be spent on food or beverages

3.3 Additional Material -Optional

Applicants may upload any additional material that may be helpful to reviewers, including but not limited to 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 evaluation will be based primarily on the information provided in the application, with additional material used only to clarify or augment points made in the application. Please note that additional material will not be returned.

3.4 Submission Process, Deadline and Review Process

Submission Process:

[Submit the online application](#) including *Attachment A-Budget Workbook* by 4:00 p.m. on Friday, March 22, 2024.

The Application link is:

<https://www.cognitoforms.com/MAOfficeOfGrantsAndResearchOGR/SFY2024ShannonStawideResearchPartnerGrantProgramApplication>

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 allison.garvey@mass.gov

Grant Review Process:

Grant applications will be subject to a **competitive review process** and all proposals will be numerically assessed by three peer reviewers based on the following factors:

- Program Narrative/Project Design** including organization’s proven experience, capacity and expertise in subject matter, and clear concept as to how Grant Compliance and “*Other Requirements*” and deliverables will be completed: 30 points
- Quality of the proposed approach and the degree to which the proposal reflects careful consideration of the possible implementation challenges related to **Action**

Research, Collaboration Efforts, Individual Risk Assessments, and Quarterly Programmatic Reporting: 30 points

- Reasonable and cost-effective **Budget** demonstrating allowable costs and compliance with state rules: 30 points
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant, such as signatures, submitting required attachments, completing required sections/forms, etc.): 10 points

SECTION 4 - 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 May 2024.