

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



**SFY2025 Commonwealth Critical Incident Stress  
Management Program  
Availability of Grant Funds**

Posted: December 4, 2024

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**Office of Grants & Research**  
**SFY25 Commonwealth Critical Incident Stress Management Program**  
**Availability of Grant Funds**  
Applications Due: Monday, December 30, 2024, 4:00pm

**Overview:**

The Office of Grants and Research (OGR) is pleased to announce the SFY25 Commonwealth Critical Incident Stress Management (CISM) competitive grant opportunity. Below is the legislative language governing this Availability of Grant Funds (AGF):

**Section 118 of Chapter 253 of the Acts of 2020**

*8000-0313-For a grant program, that not less than \$750,000 shall be expended to provide law enforcement agencies with access to critical incident stress management and peer support programs to address police officer mental wellness and suicide prevention*

**SECTION 1 - IMPORTANT HIGHLIGHTS**

**1.1 Key Dates**

<b>AGF Posted</b>	<b>December 4, 2024</b>
<b>Application Questions Due</b>	<b>December 18, 2024</b>
<b>Application Due</b>	<b>Monday, December 30, 2024 4:00pm</b>
<b>Award Notification</b>	<b>January 2025</b>
<b>Performance Period</b>	<b>February 2025--June 30, 2025</b>

**1.2 Funding Overview**

A total of \$712,500 is being made available for this opportunity. This is a competitive grant process; OGR may award full funding, partial funding, or no funding. Only one application is allowed per municipality/CISM team.

If OGR does not receive enough submissions to fully utilize the available funds, OGR reserves the right to extend the submission period in order to attract additional interest. However, we will prioritize funding for those who submit prior to the due date, ensuring there is not a delay in funding.

**1.3 Applicant Eligibility**

Preference will be given to previous awardees who were not able to complete their prior grant spending due to time constraints. Previous applicants may apply for more or less of their prior award.

**Eligible applicants are local municipal law enforcement departments that employ emergency service providers who are currently certified by the Massachusetts Peer Support Network or International Critical Incident Stress Foundation, Inc. and provide crisis intervention services to emergency service providers.**

The local law enforcement agency will be the primary applicant, applying on behalf of the certified CISM team. If a CISM team is comprised of members from multiple municipalities, they must select a host community to serve as their primary applicant and fiscal agent.

#### 1.4 Supported Grant Activities and Services:

- A. **Contracting Therapists/Clinicians**: costs associated with hiring qualified therapists/clinicians to train emergency service providers in techniques to cope with crisis and/or to provide emergency response to critical incidents.
- B. **Bridge Care**: costs associated with emergency responses to critical incidents and “bridge care” services prior to having a treatment plan in place.
- C. **Advertising**: costs associated with promoting services to law enforcement personnel.
- D. **Services/Activities**: Team webpage/Team app development, integration of comfort dog program into CISM and/or peer support responses
- E. **Operational Costs**: costs associated with CISM programmatic expenses, i.e., membership fees, etc. See listing of allowable costs below.

## SECTION 2 - GRANT COMPLIANCE DETAILS

### 2.1 Fund Disbursement

This is a reimbursement grant. Additional information will be made available to successful applicants upon award notification.

### 2.2 Project Duration

Applicants may apply for up to approximately **5 months** of funding. If awarded, projects are expected to **start February 2025 and end on June 30, 2025**.

### 2.3 Grant Funding Requirements

Funding is to benefit local law enforcement officers who:

1. Are certified by the Massachusetts Peer Support Network or International Critical Incident Stress Foundation, Inc.,
2. Provide crisis intervention services to emergency service providers;
3. Clearly understand crisis management; and
4. Have established proven need for training and/or program implementation/expansion.

### 2.4 Grant Recipient Requirements

Recipients must abide by the grant requirements below and the OGR Grant Conditions, which will be provided at the time of contracting.

#### *Grants Management*

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.

- All costs paid with grant funds must be direct and specific to the execution of the funded program.
- In addition to the requirements set forth above, subrecipients are required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR grant conditions must be signed by an authorized official and dated at the time of award.

*Procurement*

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit 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 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>

## SECTION 3 - APPLICATION PROCESS

### 3.1 Application Questions and Instructions

#### Application Questions

OGR will accept written questions regarding this AGF until December 18, 2024. Submit questions via email to Program Manager, Samm Frongillo at [Samantha.frongillo@mass.gov](mailto:Samantha.frongillo@mass.gov). Responses to all questions will be posted no later than December 20, 2024, at: <https://www.mass.gov/info-details/commonwealth-critical-incident-stress-management-cism-program>. *Responses will not be provided for questions submitted after December 18, 2024.*

### 3.2 Required Sections

#### 3.2.1 Online Application

To provide OGR the best opportunity to fairly evaluate requests for funding, applicants are encouraged to be clear and concise in their application. Priority will be given to proposals that propose crisis intervention stress management programming and work collaboratively with municipality's local emergency service providers to provide services.

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

#### Section I. Applicant Information

- Applicant, agency official, grant and fiscal agent, and the municipality serving as the fiscal agent contact information.
- Describe the CISM team's qualifications in providing crisis intervention stress management programming. Include a summary of relevant prior experience in your application.
- Provide information about personnel, resources, and capacity that qualify the applicant to conduct the proposed activities.

#### Section II. Program Information

- **Program Name**
- Describe your agency's qualifications in providing crisis intervention stress management programming. Include a summary of relevant prior experience in your application.
- Provide information about personnel, resources and capacity that qualify the applicant to conduct the proposed activities. Please provide number of personnel on your team and how long they have been working in Critical Incident Stress Management.
- **Program Summary:** not to exceed 250 words summarizing the program activities.

**Section III. Program Narrative**

**A. Statement of the Problem/Needs Assessment (maximum of approximately 6,000 characters, 3 double-spaced pages/size 12 font)**

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

1. Describe the need, nature, and extent of the problem.
2. Describe your organization’s mission, experience in providing crisis intervention stress management services in the community.
3. Describe the geographic area to be served. Name any additional municipalities or departments that will benefit from the proposal.
4. Provide an estimate of the number of participants expected to benefit from such award if funded.
5. Include any other relevant local information that would prove need for these funds.

**B. Program Description (3-page limit, approximately 6,000 characters)**

This section should address both the scope and intent of the CISM program and how this award will benefit local law enforcement officers.

1. Clearly describe the CISM program and team.
2. Describe the activities to be conducted **and how they will address the needs/gaps stated in Section A: Statement of the Problem/Needs Assessment.**
3. Describe any collaborations with contractors or consultants and the services they will be providing if awarded.

**C. If applicable, describe the successes and challenges of the applicant’s SFY2024 CISM state award.**

**Section IV. Budget Narrative Summary**

This section should reflect the budget necessary to implement the proposed program and achieve its goals and objectives.

- Applicants may submit a budget for **up to approximately 5 months of funding**. Administrative costs may not exceed 5% of the total amount requested and should be itemized on the Budget Workbook.

**3.2.2 Budget Excel Workbook**

- Applicants must complete a Budget Excel Workbook that reflects the Budget Narrative Summary. Please be sure to complete both the summary sheet and detail worksheets when submitting your application response.

**Allowable Costs/Categories**

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	<ul style="list-style-type: none"> <li>• Full- or part-time regular salaried employees working on the grant and general administrative duties necessary to update current resources, handouts, documents at interventions, upkeep of records for active team member lists.</li> </ul>

	<ul style="list-style-type: none"> <li>Administrative support staff (staff assigned to submit fiscal and programmatic reporting forms, etc.) is considered administration costs and shall not exceed 5% of your grant award.</li> </ul>
Consultants/Contracts	<ul style="list-style-type: none"> <li>Consultants are individuals hired to provide a service and possess expertise in crisis management (therapists, stipend for spiritual guidance, and support services).</li> <li>The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs)</li> <li>Contracts are for subawards to partnering agencies/organizations to provide counseling services.</li> </ul>
Training	<ul style="list-style-type: none"> <li>Training relevant to the CISM program, such as team member training for CISM and Peer Support Basic 3-day GRIN Training; 2-day Suicide Prevention, Intervention, and Postvention; Advanced Group Intervention Training; Trainings by the ICISF; etc.</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>
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> <li>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.</li> </ul>
Supplies	<ul style="list-style-type: none"> <li>General supplies directly related to the CISM program, such as business cards for post-intervention contact purposes, paper needed for training materials, and other expendable items.</li> </ul>
Other Costs	<p>Items such as:</p> <ul style="list-style-type: none"> <li>Meeting room space/room rental costs, membership fees, etc.</li> </ul>

### Unallowable Costs

No grant funds may be spent for the following:

- Prizes, rewards, trinkets, gift cards, or any type of monetary incentive;
- Food or beverages;
- Construction, real estate, luxury items and vehicles, including insurance or leasing;
- Overtime for CISM team members; or
- Gym equipment.

### 3.3 Submission Process and Deadline

Submit [online application form](#) including all required attachments **no later than Monday, December 30, 2024, at 4:00 p.m.**

*- Emailed submissions are not encouraged. Please let OGR know if you have any questions regarding the online application. All questions can be directed to [Samantha.frongillo@mass.gov](mailto:Samantha.frongillo@mass.gov).*

The online application must be completed, digitally signed by an authorized official and submitted with the following required attachments uploaded:

- Budget Excel Workbook (in Excel format, not PDF)
- CISM Certification Form

### 3.4 Proposal Review Process

Applications will be subject to a competitive peer review process. Applications will be reviewed by three reviewers, scored and assessed for completeness, clarity, and reasonableness of all required components. OGR will make best efforts, to the extent possible, to award funds that can benefit all areas of the Commonwealth, contingent upon number of proposals received and the quality and location of proposed services to be rendered.

Grant applications will be numerically assessed based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, applicant experience/capability, and strength of program description (50 points)
- Reasonable and cost-effective **budget** demonstrating allowable costs, compliance with state rules, and direct support of proposed strategy/activities (40 points)
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as submission of electronic applications, signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.) (10 points)

## SECTION 4 - AWARD DETERMINATION AND NOTIFICATION

Award amounts will be determined based on total amount requested, availability of funds, applicant's compliance with application process, and satisfactory review and approval of proposed projects and requested budgets. Preference will be given to previous awardees who were not able to complete their prior grant spending due to time constraints.

All final funding decisions are at the discretion of the Secretary of Public Safety and Security and Executive Director of OGR. It is anticipated that grant awards will be announced in **January 2025**.