

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



**State Fiscal Year 2020
Governor's Task Force on Hate Crimes
Educational Resource Guide
Grant Opportunity**

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Thomas A. Turco, III
Secretary**

**Kevin J. Stanton
Executive Director**

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**Governor's Task Force on Hate Crimes
Educational Resource Guide**

Due Date: Friday, March 6, 2020

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants & Research (OGR) is pleased to announce this Availability of Grant Funds (AGF) for the development of an educational resource guide to address hate crimes and incidents of bias for school personnel. Approximately **\$100,000** in state funding is being made available to award a reputable Massachusetts-based research institution (such as a College/University) with demonstrated expertise in understanding and addressing hate crime and bias incidents, as well as proven experience in the development of educational tools such as a curriculum or resource guide for use within an education-type setting. Preference will be given to applicants with a history of working with the Commonwealth on similar type assignments.

The successful applicant will be addressing **(IV)** within the Executive Order below:

*...For a study in accordance with Executive Order Number 578 "Reaffirming and Restructuring the Governor's Task Force on Hate Crimes" to advise administration on the best practices for combatting hate crimes and supporting students who are victims of hate crimes, provided the study shall include, but not be limited to: (i) designation of one school appointee as a point-person on hate crimes. This appointee would serve as a school liaison and participate in appropriate community outreach, review incident reports for potential hate crimes and to serve as a resource on any issues related to hate crimes (ii) ensuring that hate crime data is transparently reported (iii) provide training course for designated point-person (iv) **Creation of resource guide for all school personnel***

Purpose

This project emanated from the work of the Governor's Task Force on Hate Crimes (by Executive Order No. 578) that made a series of education and law enforcement recommendations. The Governor's Task Force believes that addressing hate crimes in schools is critical to creating a more inclusive and respectful society that experiences fewer hate crimes and less prejudice overall. Achieving this goal requires school officials to focus efforts on education and awareness-building activities that establish and reinforce positive school climates for all students, families, and staff.

To fulfil one of the recommendations of the Governor's Task Force, OGR has set aside funds for the development of a quick reference educational resource guide for school personnel, to include definitions and examples of hate crimes and bias incidents (including the difference between the two), as well as suggestions on age-appropriate responses and resources both within and outside of the school setting.

Key Dates

AGF Posted: February 20, 2020
Application Due: March 6, 2020
Anticipated Award Announcement: March 13, 2020
Anticipated Grant Period: April 1, 2020-June 30, 2020

Applicant Eligibility

An applicant must be a public or private College or University located within the Commonwealth of Massachusetts that demonstrates:

- A strong understanding of evidence-based educational programming and techniques (best practices) for use by educators, trainers and the like;
- Subject matter expertise on addressing hate crimes and bias incidents; and
- Previous experience for developing educational tools such as resource guides for use within an educational setting (preferably within K-12).

Award Amount and Duration

The maximum amount of funding available for this award is **\$100,000**. Only one grant award will be made available under this grant competition for a **3-month** grant award period.

How to Apply/Application Requirements

1. Complete Attachment A (Application Template)

Please complete all sections of the Application Template-Attachment A. Sections include:

- Cover Page
- Program Narrative/Project (Resource Guide) Design
- Budget Detail

Note: An application will be invalid and will not be considered for funding if submitted without an original signed and dated signature on Attachment A (Application Template, page 1) from an authorizing official/representative of the applicant organization.

Program Narrative/Project (Resource Guide) Design

The awardee will serve in a leadership role with respect to the development of the resource guide but will be expected to collaborate and solicit guidance, direction and feedback throughout all stages of the development process from EOPSS, OGR and other stakeholders as instructed, such as members of the Governor's Task Force on Hate Crimes, selected school officials, etc. Upon completion of the final product, EOPSS and OGR will work with the awardee to establish a plan for socializing the resource guide, upon completion, with schools, law enforcement and other entities, if applicable.

For this section, an applicant should provide a detailed description/vision of the project (development of the Guide), including a detailed Scope of Work and the projected cost of each phase of creating it. The following bullets should be addressed within your Program Narrative section of the application being submitted:

- Describe your institution's qualifications in developing and implementing similar projects. Include any previous contract experience working with the EOPSS or OGR on similar type projects or with any other state agency and include any subject matter expertise as it relates to addressing hate crimes and incidences of bias.
- Provide information about key personnel to be assigned to this project, resources and institutional capacity that qualifies the applicant to conduct the proposed activities.
- Explain any preliminary ideas as to how this Guide could be structured, target audience, tentative concept/content and the like.
- Describe the plan for how to disseminate the Guide, upon completion, to appropriate school personnel and how such information will be used by a school/district such as by staff, students, families, and law enforcement.

- Include your goals, objectives, and timeline for guide development/projected milestones to reach within the 3-month project duration.
- Summarize project costs and include supporting information that will assist to justify all expenses as provided on your Excel Budget Worksheet-Attachment B.
- Please include any other relevant information that would be of benefit to securing this grant award.

2. Complete Attachment B (Excel Budget Worksheet)

An Application Template (Attachment A) must be accompanied by a completed Attachment B (Excel Budget Worksheet). Please complete the summary and detail for all proposed costs. The worksheet labeled “Budget Summary” will automatically be updated as the proposed costs are added to the second worksheet, labeled “Detailed Budget.” Additional instructions are provided within the attachment.

The table below lists and defines the allowable cost categories for this funding opportunity.

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"> ▪ Based on federally negotiated rate agreement or established formula by sub-recipient's accountant, comptroller or human resource unit. Costs are limited to the employer's share of life insurance, health insurance, social security, pension, unemployment and workers compensation costs. ▪ Include copy of approved or audited rate with the application. • If applicant does not have a federally approved or audited rate, actual known costs <i>must be itemized</i> by type and include rate computations in this section of the budget forms.
Contracts/Consultants	<p>Consultant or Contractor fees directly associated with the purpose of this opportunity.</p> <ul style="list-style-type: none"> • The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour.
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 \$0.45 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.
Other/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.)

Unallowable Costs

No grant funds may be spent for the following:

- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Construction, office furniture, vehicles or other like purchases; and
- Out-of-state travel.

3. Complete Attachment C (Contractor Authorized Signatory Listing Form)

The signature authorizing official for the applicant seeking funding must complete Attachment C as instructed, sign and return with all the other required documents requested. Please include any staff that will have authority to sign grant related documents on the authorizing official's behalf if awarded this grant. Document types include contract related award documents, quarterly reporting forms, etc.

Post-Award General Grant Compliance

Sub-grantee Requirements. Sub-recipients must abide by the grant requirements below as well as in addition to all OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

1. *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.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other federal, state or local funding sources.
- All costs paid with grant funds must be direct and specific to the implementation of the grant funded program.
- No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

2. *Procurement*

- Sub-recipients choosing to further sub-grant to an implementing agency or an independent contractor, all or any part of the amount of the award, shall include the provisions of the OGR standard sub-grant 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.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

3. *Other Requirements*

- In addition to the previous requirements, sub-recipients will be required to agree to and abide by all state rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR sub-grant conditions must be signed and dated at the time an award is made.
- A sub-recipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, a State shall dispose of equipment (for both the State and sub-recipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Sub-recipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to EOPSS OGR.

Reporting Alleged Waste, Fraud and Abuse

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 legislative statutes, related laws and regulations, appropriate guidelines for purposes of the grant. Reports should be made to 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
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

Grant Review Process

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

- **Program Narrative/Project Design** including organization's proven experience, capacity and expertise in subject matter, clear concept as to how guide should be drafted and project description: 30 points
- Realistic, thorough and achievable **goals, objectives, timelines, and plan to disseminate such guide upon completion**: 20 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 original signatures, submitting required attachments, not exceeding page limits, completed required sections/forms, etc.): 20 points

Notification of Awards

The Executive Director of OGR and the Secretary of Public Safety and Security will make the final award decision. Award announcements will be made on or about March 13, 2020.

Payment

Upon successful completion of all grant related award documents, funding will be made available on a reimbursement basis to the sub-recipient upon timely and complete submission of quarterly financial and programmatic reports.

Submission Checklist/Helpful Hints

Applicants must submit **one** (1) signed original and **one** (1) copy of the documents listed below by **4:00 p.m. on Friday, March 6, 2020**. Faxed or e-mailed proposals will **not** be accepted. Please use binder clips or paper clips (no staples or ring binders). Under no circumstances will late submittals or facsimiles be accepted.

- **Attachment A** - Application Template
- **Attachment B** - Excel Budget Worksheets (Budget Summary and Detail); and
- **Attachment C** - Contractor Authorized Signatory Listing form

Applications submitted without an original signature will not be reviewed for funding.

Electronic Submission requirements:

Please submit an electronic copy (not scanned) of the following documents to elizabeth.m.flynn@mass.gov:

- **Attachment A** - Application Template (PDF, not scanned; signature not required)
- **Attachment B** - Excel Budget Worksheet (Budget Summary and Detail)

Applications must be received no later than 4:00 p.m. on **March 6, 2020** and mailed/hand-delivered to:

**Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116
Attention: Elizabeth Flynn**

If you have questions regarding this AGF, please email inquiries to: elizabeth.m.flynn@mass.gov