

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



**Edward J. Byrne Memorial Justice Assistance Grant Program
Availability of Grant Funds**

***Heroin and Opioid Local Crime Reduction
Gateway City Initiative***

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Daniel Bennett
Secretary**

**Angela Davis
Executive Director**

Commonwealth of Massachusetts
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Office of Grants & Research

Heroin and Opioid Local Crime Reduction Gateway City Initiative

Availability of Grant Funds
Applications Due: December 13, 2016

Introduction

According to the 2014 National Drug Control Strategy, in 2010, opioid pain relievers such as oxycodone, hydrocodone, and methadone were involved in more than 16,600 overdose deaths in the United States. This translates to approximately 45 Americans lost every day. This figure is four times greater than the number of deaths just a decade earlier. According to the Substance Abuse and Mental Health Services Administration, deaths related to heroin have also increased sharply across the nation since 2010, with a 39 percent increase between 2012 and 2013 alone.

Compared with the national average, even more startling are the statistics pertaining to opioid abuse in our own backyard. In 2009-2010, the National Survey on Drug Use and Health reported that 12.12 percent of Massachusetts residents reported using illicit drugs in the past month. The national average was 8.82 percent. Additionally, 4.24 percent of Massachusetts residents reported using an illicit drug other than marijuana in the past month. The national average was 3.6 percent.

The Executive Office of Health and Human Services reported that in 2014, there were nearly 1,200 unintentional and undetermined opioid deaths. The estimated rate of 17.4 deaths per 100,000 residents for 2014 is the highest ever for unintentional opioid overdoses and represents a 228% increase from the rate of 5.3 deaths per 100,000 residents in 2000.

In response to such alarming statistics like these, on June 22, 2015, Governor Baker released a comprehensive report detailing 65 actionable steps as part of a strategic plan against the deadly opioid epidemic. The findings by the Governor's 18-member Opioid Working Group included short and long term action items to be implemented over the next three years, some requiring legislative action and funding and some to be achieved through partnerships with private industry and federal leaders. To obtain a complete copy of the Governor's report, please visit: <http://www.mass.gov/eohhs>.

In an effort to continue putting the Governor's plan into action and complement the efforts being made by the Executive Office of Health and Human Services, Secretary Daniel Bennett of the Executive Office of Public Safety and Security is making available an additional **\$400,000** in federal Edward Byrne Memorial Justice Assistance Grant (JAG) funds for **local** law enforcement departments of Gateway cities combatting the heroin and opioid crisis plaguing the Commonwealth. In the past 24-months, Secretary Bennett has made available approximately \$7M in federal JAG funding to assist state and local law enforcement agencies in the fight against substance abuse and violence.

Applicant Eligibility

Only a Massachusetts Gateway city previously identified by the legislature is eligible to apply. Please note, a Gateway city that has received a JAG award from the Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR) during the period of **July 2015-present** is **NOT eligible** to apply. The lead organization for this application must be the local police department residing within the eligible Gateway city.

Gateway City

In 2009, the state legislature officially defined Gateway cities as those with a population greater than 35,000 but less than 250,000 and a median household income, per capita income and educational levels that are below the statewide average.

The following **Gateway cities** have not received JAG funding from EOPSS within the past 15 months and **ARE ELIGIBLE** to apply: **Attleboro, Brockton, Chicopee, Everett, Fitchburg, Leominster, Quincy, Salem, Taunton, and Westfield.**

Federal Program Background

The JAG Program, administered by the U.S. Department of Justice, Bureau of Justice Assistance, and authorized under Public Law 109-162, is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides Massachusetts and other states, tribes, and local governments with critical funding to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives. The EOPSS/OGR is the State Administering Agency (SAA) for JAG funds awarded to the Commonwealth of Massachusetts.

The JAG Program Law requires that states *pass-through* a federally predetermined percentage of funds called “variable” to local units of government and has additional requirements for funds that must be allocated specifically for what are known as *variable less than \$10,000 jurisdictions*.

This funding opportunity will permit Massachusetts to meet its federally required variable *pass-through* obligations. For additional information on the JAG Program, please visit the BJA website at: <https://www.bja.gov/>.

I. Important Highlights

Key Dates

<p>Application Released: Monday, November 21, 2016 Notice of Intent: Monday, November 28, 2016 Proposals Due: 4:00 pm, Tuesday, December 13, 2016 Award Announcements: On or about December 28, 2016 Anticipated Grant Period: On or about January 1, 2017 to December 31, 2017</p>

Funding Parameters and Project Duration

- EOPSS anticipates awarding approximately **\$400,000** in federal grant funding as a result of this AGF.

- Eligible **Gateway cities/local law enforcement departments** may only submit **ONE** application/proposal on behalf of their local municipality. Municipalities/Departments submitting more than one application will be disqualified.
- An applicant may solicit up to **\$50,000** in grant funds.
- The project period will begin on or about **January 1, 2017 and end December 31, 2017**.

EOPSS encourages applicants to submit proposals that include collaboration with other key stakeholders. A police department may choose to sub-contract some of the requested funds to outside project partners as needed to accomplish their heroin and opioid substance abuse strategic plan.

JAG Purpose/Program Area

The purpose of this grant opportunity is to assist eligible local police departments in their efforts with combatting illegal substance abuse; particularly the abuse of heroin and opioids within their community.

According to the National Institute on Drug Abuse, **heroin** is an illegal, highly addictive drug processed from morphine, a naturally occurring substance extracted from the seed pod of certain varieties of poppy plants. It is typically sold as a white or brownish powder that is “cut” with sugars, starch, powdered milk, or quinine. Pure heroin is a white powder with a bitter taste that predominantly originates in South America and, to a lesser extent, from Southeast Asia, and dominates U.S. markets east of the Mississippi River. Highly pure heroin can be snorted or smoked and may be more appealing to new users because it eliminates the stigma associated with injection drug use. “Black tar” heroin is sticky like roofing tar or hard like coal and is predominantly produced in Mexico and sold in U.S. areas west of the Mississippi River. The dark color associated with black tar heroin results from crude processing methods that leave behind impurities. Impure heroin is usually dissolved, diluted, and injected into veins, muscles, or under the skin.

Opioids are medications that relieve pain. They reduce the intensity of pain signals reaching the brain and affect those brain areas controlling emotion, which diminishes the effects of a painful stimulus. Medications that fall within this class include hydrocodone (e.g., Vicodin), oxycodone (e.g., OxyContin, Percocet), morphine (e.g., Kadian, Avinza), codeine, and related drugs. Hydrocodone products are the most commonly prescribed for a variety of medical conditions, including dental and injury-related pain. Morphine is often used before and after surgical procedures to alleviate severe pain. Codeine is often prescribed for mild pain.

All proposals must have a law enforcement, criminal justice nexus and be structured with a primary focus on impacting the heroin and opioid crisis in order to be considered for funding. Applicants may request funds for services and activities aimed at:

- Prevention/Intervention;
- Diversion; and/or
- Enforcement.

Prevention is usually understood as “stopping” a negative/harmful behavior or activity from happening. With respect to drug prevention and intervention, this usually involves a structured educational process such as a program or activity that attempts to prevent or delay

the onset of substance use by informing and teaching a particular target audience about the dangers and consequences of using drugs.

Diversion can have different meanings, depending on the type of provider using the term. In the criminal justice system, a prosecutor will use it to mean a form of sentencing that allows a nonviolent criminal offender (often youth or young adults) the option to participate in a particular program to avoid criminal charges and a criminal record upon such successful completion. The program is often designed to educate the offender with the hope of preventing future offenses. Diversion programs are a collaborative effort with local police, courts and third party prevention/intervention service providers.

The term “diversion” is also used by law enforcement officers and healthcare providers when referring to prescription drug abuse. In this context, drug diversion (broadly defined) is when the legal supply chain of prescription analgesic drugs is broken, and drugs are transferred from a licit to an illicit channel of distribution or use.

Enforcement is often understood as a method of drug supply reduction and refers to efforts spearheaded by law enforcement officials such as a police department to uphold the law by combatting the cultivating, processing and distribution of illicit drugs. Providing the much needed resources (personnel, overtime, equipment, training, etc.) to criminal justice agencies can assist police departments with successfully investigating and apprehending those who traffic and distribute drugs such as heroin or prescription narcotics illegally in the Commonwealth.

Evidence-Based/Promising Programs

The Office of Justice Programs (OJP) and OGR strongly emphasize the use of data and evidence in policy making and program development in criminal justice. OJP and OGR are committed to:

- Improving the quantity and quality of programs and strategies that are evidence-based;
- Integrating evidence into program, practice, and policy decisions; and
- Improving the translation of evidence into practice.

Evidence-based is defined as those programs and practices whose effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which one would consider a program or practice to be evidence-based or promising.

Award preference will be given to applicants that select programs, services and/or implement law enforcement strategies that are supported with evidence to show a likelihood of success. OJP’s Crime Solutions web site: <http://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs and practices in criminal justice, juvenile justice, and crime victim services. Applicants are also encouraged to review the evidence-based policing programs and strategies matrix available through the

Center for Evidence-Based Policy at George Mason University at: <http://cebcg.org>. Applicants may also utilize other websites of a similar nature but please make sure that you describe the programs and activities in great detail when submitting an application, regardless of where the information is obtained. Do not assume that the reviewers know or understand the programs and services outlined in your application.

II. Grant Compliance Details

Fund Disbursement

This is a cash reimbursement grant. Funding will be disbursed on a quarterly reimbursement basis for services and expenses paid out during the reporting period. Additional details about the financial reporting requirements will be provided at the time awards are made.

Sub-grantee Requirements

Sub-recipients must abide by the grant relevant requirements below as well as any additional OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

1. Grants Management

- All sub-recipients must have a DUNS (Data Universal Numbering System) number. This is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. This identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dnb.com/us/. Individuals are exempt from this requirement.
- All sub-recipients of funds must maintain current registrations in the System for Award Management (SAM) formally the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and sub-recipients. Information about registration procedures can be accessed at www.sam.gov. If your organization was previously registered in CCR and you have not yet made the migration to SAM, information about registration procedures can be accessed at www.sam.gov. IMPORTANT: You must contact the federal government directly to receive a DUNS Number and SAM registration. Please do not contact OGR as we cannot facilitate these federal requirements for your agency.
- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative reported annually.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.

- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive JAG 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.

2. *Procurement*

- Sub-recipients choosing to further sub-grant to an implementing agency, all or any part of the amount of the JAG 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. The contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. If allowable and available when submitting this grant, a copy of the tentative contract or MOU should be submitted to OGR with the application. *Mark the MOU Attachment C.*
- If applicable, 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*

- Proposals for projects that include interoperable communications components, such as the purchase of radios, or other communication system components are subject to an additional approval process per Executive Order 493, by the Statewide Interoperability Executive Committee (SIEC) or a representative thereof. Applicants who plan to utilize grant funds for equipment of this type, will be required to complete and submit a separate Interoperable Communications Investment Proposal (ICIP) as part of their grant application. The ICIP form is available for download as *Attachment D*. All sub-recipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Units of local government and non-profit sub-recipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's circular A-133: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. OGR's local government and non-profit sub-recipients will be required to submit an A-133 summary to OGR annually upon request.

- Non-profit agencies may not sub-contract to state agencies. However, state agencies may sub-contract to non-profit agencies or units of local government.
- In accordance with civil rights laws and regulations, all 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 (EEO). Additional civil rights compliance and reporting requirements will be addressed with sub-recipients upon award of the grant.
- All 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 EEO Requirement, Section B- Declaration Claiming Exemption from the EEO Submission Requirement and certifying that an EEO is on File for Review or Section C- Declaration Claiming EEO Submission Requirement. Some sub-recipients may be required to submit their EEO or EEO Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each sub-recipient's Certification, EEO, or EEO 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 or 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 sub-grant 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. Application Process

Applicants must complete each of the sections below in response to this AGF. This section describes: (A) Proposal pre-submission requirements; (B) Application template instructions; (C) Proposal requirements; (D) Application review process and (E) Submission process and deadline.

The process will require the standard submission of one (1) original and three (3) copies of an Application Template and required documents via mail. In addition, applicants are asked to submit electronically (email) one (1) PDF version of the Application Template to: kevin.stanton@state.ma.us. Applicants must have Adobe Reader version 9.5 or higher. Software necessary to open; complete; and save the PDF's is available at <http://get.adobe.com>

A checklist is provided in Section V. Please review the checklist prior to completing the Application Template and Required Documents. Email questions should include in the subject line "[your organization's name], Heroin and Opioid AGF Question" and be emailed to: kevin.stanton@state.ma.us.

A. Proposal Pre-Submission Requirements

1. **Notice of Intent due Monday, November 28, 2016**
Applicants who intend to apply should send an e-mail as a non-binding Notice of Intent to: kevin.stanton@state.ma.us by **Monday, November 28, 2016**.
2. **Application Questions and Responses**
Questions regarding this grant opportunity should be submitted via email to: kevin.stanton@state.ma.us.

B. Application Template Instructions

Section I. Cover Page/Applicant Information

Please be sure to fill out the “Cover Page” including all necessary key staff and contact information completely and accurately for our record

Section II. Project Information

Please complete each of the following sections pertaining to the project to be implemented.

Program Name (identify name/title of your program), JAG Purpose/Program Areas (check most appropriate).

Project Summary

Briefly summarize the proposed JAG funded program. Space is limited and summaries may be posted on various websites so please be as concise as possible.

Non-Supplanting

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. All applicants must consent to Non-Supplant.

Applicant Request for Funding

Applicants may request up to \$50,000 for the Local Heroin and Opioid Crime Reduction Gateway City Initiative grant opportunity.

Signature Page

Applications submitted (hard copy) must be signed by both the Chief Executive Officer (Mayor, City Manager, etc.) and Police Chief/Commissioner of the Police Department identified on the application. Please note that electronic signatures are not required on the electronic version of the application being submitted (emailed).

C. Proposal 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.

Project Narrative

The narrative is comprised of three sections: Statement of the Problem and Needs Assessment, Program Description, and Goals, Objectives, Activities, Timeline, Performance Measures and Evaluation.

a. Statement of the Problem/Needs Assessment (3 page limit)

This section should clearly identify the heroin and opioid problem (along with other substance abuse issues) within the targeted city to receive services and support such stated issues with relevant local data to justify the request for the programs, services or activities being proposed.

- Applicants must describe the need, nature and extent of the problem to be addressed and its effect or consequences for the community or locality impacted.
- Describe the intended target population using demographic and other data where possible.
- Support any statements made with up to date statistical or other factual information/ data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.

Helpful Hint

State and National data is helpful but more importantly applicants should include local relevant statistical data such as the number of heroin and opioid involved fatalities, number of arrests, types of narcotics and amounts confiscated, requests for help from the community, lack of services, resources, equipment, etc., that might be impacting or preventing the Department from doing all that it can to address the issue(s) being reported. Please include any financial hardships with specific information with respect to budget cuts over the years, vacant positions, and the like that will prove a real need for the activities and services being proposed. Please be specific and not general when showing need.

b. Program Description (7 page limit)

This section should address both the scope and intent of the program, strategy or activity and how it will address the problem and needs previously identified.

- Describe any risk factors to be addressed and protective factors.
- Describe the link between research (evidence-based) and the proposed program and if possible any previous evaluation results of the model program or strategy to be replicated or expanded. In a difficult budget climate, it is critical that grant dollars are spent on programs and activities proven to have a strong likelihood of success. Do not assume that the reviewer is familiar with the program, concepts or services being proposed. Reviewers can only review the information provided and a lack of detail could result in an unfavorable rating.
- Please include the names of any collaborating agencies and/or partners such as community and business groups, government officials, and non-profits. Include a detailed description of the partner's participation in addressing the problem as outlined in the application.
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations) to implement all or some of the proposed activities, a Memorandum of Agreement should be included as an attachment labeled "Attachment C" and contain the following information:
 - Summary of each agency's role and responsibilities specific to the proposed project;
 - Clear outline of deliverables, timeframes, hours and rates of compensation; and
 - Signed by the authorizing official of the third party organization(s).

c. Goals and Objectives, Activities, Timeline, Performance Measures and Evaluation

Applicants need to clearly state the goals and objectives of what will be achieved with JAG funding. (Worksheets included in the "Application Template" will allow for up to 6 Goals.)

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: Provide the primary activities to be carried out within the proposed program period. Please include:

- List of major tasks/activities; and
- Start and end dates of each.

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.

All applicants must evaluate (ongoing) their programs, services and activities to monitor success. 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. Applicants are strongly encouraged to clearly explain their 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.

Budget Narrative (included in Application Template) and **Budget (Excel) Worksheet**
Applicants may submit a **budget** for *up to* 12-months of funding. Applicants must also complete a Budget Excel Worksheet (refer to **Attachment B**). Please be sure to complete both the summary roll-up sheet and worksheet when submitting your application response/package.

Unallowable Use of JAG Funds

JAG funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety. Additionally, JAG funds may not be used directly or indirectly to pay for any of the following items:

- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Gift cards;
- Clothing;
- Construction, office furniture, or other like purchases;
- Vehicles, Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles;
- Luxury items;
- Real estate;
- Twelve-Step recovery Programs; and
- Construction projects.

Allowable Cost Categories

- **Direct Salary/Personnel/Overtime** (overtime is allowed for sworn uniform law enforcement personnel only).
- **Fringe Benefit**-based on actual costs or an established formula from the fiscal unit in your organization.
- **Indirect**-only if the applicant has a federally-approved indirect cost rate. If the applicant's accounting system permits, costs may be allocated to the "Other" cost category in the budget.
- **Contract/Consultant**
- **Equipment**-equipment must be directly related to program implementation and justification of its need must be provided.
- **Local Travel**
- **Other/Supplies**

Definitions of each budget cost category are provided on the following page.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time regular salaried employees working on the grant. Overtime is also permitted but for sworn uniform law enforcement officers only.
Fringe Benefit Costs	<p>Eligible costs include the <u>employer share</u> of the following:</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Social security costs • Pension costs • Unemployment insurance costs • Workers compensation insurance <p>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).</p> <p>Include copy of approved rate agreement in the application response.</p>
Indirect Costs	<p>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.</p> <p>Include copy of rate agreement in the application response.</p>
Consultants/ Contract Costs	<p>Consultant or contractor fees.</p> <p>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 and/or \$81.25 per hour requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
Equipment Costs	<p>Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.</p> <p>Must be directly related to the program implementation.</p>
Travel Costs	<p>Travel directly related to the purpose of the grant.</p> <p>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.</p> <p>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.</p>

Allowable Budget Costs-Continued	Definitions and Documentation Requirements
Other/Supply Costs	Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).

D. Application Review Process

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

- **Project Narrative** including statement of the problem, needs assessment, and program description: 35 points
- Realistic, thorough and achievable **goals, objectives, timelines, and activities**: 15 points
- Description of proposed **performance measures** and **evaluation methods** used for periodically monitoring/assessing a program for effectiveness and continuous improvement: 15 points
- Reasonable and cost effective **budget** and compliance with state and federal rules: 25 points
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed face sheet, etc.): 10 points

Funding recommendations will be made by OGR to the Secretary of Public Safety and Security and Office of the Governor.

E. Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other documents: 1) Hard Copy and 2) Electronic

The attachments are available at <http://www.mass.gov/eopss/funding-and-training/justice-and-prev/grants/bgp/>

1: Hard Copy Submission

Applicants **must submit** one (1) **signed original** and three (3) copies of the documents listed below. The signed and completed Application Template and required documents must be received by the Office of Grants and Research on **Tuesday, December 13, 2016 by 4:00 pm**.

Faxed or e-mailed proposals will **not** be accepted. Please use binder or paper clips (no staples). Under no circumstances will late submittals be accepted.

Required Hard Copy Documents:

1. Attachment A: Application Template
2. Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
3. Attachment C: Memorandum of Understanding from project partners. *If outside partners are included, please mark each MOU as Attachment C.*
4. Attachment D: Interoperable Communications Investment Proposal Form (ICIP) (applicable if requesting equipment funds for interoperable communication components).

5. Attachment E: Contractor Authorized Signatory Listing

Proposals must be mailed or hand-delivered* so it is **received by 4:00pm on December 13, 2016** to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116-3933
Attention: Kevin Stanton

** If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor. Also, the building security staff will not allow entrance into the office areas after 5:00pm nor will they accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.*

2: Electronic (e-mail) Submission

Applicants **must submit one** complete **Application Template document electronically** (electronic signatures are not necessary) **as a PDF**—not a scan. Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open; complete; and save the PDF's is available at: <http://get.adobe.com>.

Required Electronic Documents:

1. Attachment A: Application Template

Please email Attachment A as a PDF (not a scan document) to: kevin.stanton@state.ma.us **no later than 4:00pm on Tuesday, December 13, 2016**. Please include the applicant name in the email subject line.

IV. Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety and Security and/or Office of the Governor. It is anticipated that these grant awards will be announced on or about December 28, 2016.

V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder or Paper Clips, *no staples allowed*;
- ☐ Application Template (**Attachment A**) signed and dated in [Blue Ink](#) and includes all required information;
- ☐ Budget Excel Worksheet (see **Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet);
- ☐ **Attachment C**: Memorandum of Understanding;
- ☐ **Attachment D**: Interoperable Communications Investment Proposal Form (ICIP) if required; and
- ☐ **Attachment E**: Contractor Authorized Signatory Listing.
- ☐ One original and three copies of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ Attachment A: Application Template

Please email Attachment A as a PDF (not a scan) to: kevin.stanton@state.ma.us **no later than 4:00pm on Tuesday, December 13, 2016**. Please include the applicant name in the email subject line.