

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



**United States Attorney's
Project Safe Neighborhoods
“Strengthening Protective Factors through Promising
Evidence-Based Prevention and/or Intervention
Programming and Activities”**

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United States Attorney**

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Governor**

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Secretary**

**Kevin Stanton
Executive Director**

**Strengthening Protective Factors through Promising Evidence-Based
Prevention and/or Intervention Programming and Activities
Availability of Grant Funds
United States Attorney's Project Safe Neighborhoods Initiative**

Due: February 14, 2020

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants Research (OGR) will make available approximately \$194,000 from the District of Massachusetts' Project Safe Neighborhoods (PSN) Program to strengthen protective factors for those most in need of services and/or support in Chelsea and East Boston, where violent transnational gangs are recruiting. Each of the applicants will receive \$97,000 to develop and implement promising or evidence-based prevention and/or intervention programming and activities for youth before, during, or after school.

Applicant Eligibility

One applicant per city, as designated by the Police Department, is eligible to apply. An eligible applicant is one that the Police Department (PD) deems most capable and suitable to develop and implement applicable programs, services and/or support and submits a letter of support from the PD and, if necessary, a Memorandum of Understanding (MOU) with the PD. Only Schools and non-profit organizations in Chelsea and East Boston are authorized applicants for this solicitation.

Federal Award Background

Project Safe Neighborhoods (PSN) is a nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. In an effort to reduce violent crime, the Department of Justice has taken steps to strengthen the PSN Program and other initiatives. Among those efforts is the allocation of PSN grant funds to specific U.S. Attorney's Office Districts. The District of Massachusetts received a total of \$645,792 through the Fiscal Year (FY) 2018 PSN Grant. Of that amount, the PSN Leadership Team has authorized EOPSS to award almost 30% of the funding to help reduce the number of youth joining or being recruited by transnational gangs in Chelsea and East Boston.

EOPSS OGR was selected as the PSN grant fiscal agent for the District of Massachusetts as it has administered PSN since its inception and is the State Administering Agency for several federal funding streams and departments awarded by DOJ, the National Highway Safety Traffic Administration and Department of Homeland Security.

Key Dates

Application Posted: On or about January 6, 2020
Applications Due: Friday, February 14, 2020, by 4:00 pm.
Anticipated Award Announcements: March 2020
Anticipated Grant Period: April 1, 2020-March 31, 2021

Purpose

The PSN Leadership Team and OGR seek to support projects that prevent youth from joining transnational gangs. The purpose of this grant opportunity is to promote resilience by strengthening protective factors for youth, family and/or the community. Protective factors are characteristics that decrease the likelihood of a person becoming a victim or perpetrator of violence because they provide a buffer against risk.¹

Applicants may focus on primary, secondary and/or tertiary intervention/prevention strategies and activities. Among other types of prevention strategies, applicants may include those that utilize and/or increase awareness about existing local resources that help to strengthen protective factors. All strategies must describe how the applicant's project addresses and impacts the issue of recruitment by transnational gangs. In addition to other requirements as referenced on page 4, applicants must create and provide a Safety and Security Plan, which proactively outlines the step-by-step process of how the applicant and its project partners will keep program participants safe.

Evidence-Based/Promising Programs

The Department of Justice 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 activities 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://cebcp.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.

The following resources may also be useful when developing projects:

- [Transnational Gangs \(January 2016/FBI\)](#)

¹ [Center for Disease Control and Prevention \(CDC\)](#)

- [Center for Disease Control and Prevention \(CDC\)’s guide on the Public Health Approach to Violence Prevention](#)
- [DOJ’s Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)’s Comprehensive Gang Model](#)
- [Model Programs Guide - DOJ's Office of Juvenile Justice and Delinquency Prevention](#)

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I. Important Highlights

Allowable Project Related Costs

Applicants may request up to **\$97,000.00** in grant funding to develop and implement evidence-based programs that prevent and mitigate the impacts of transnational gangs in their communities. The following are *some examples* of the types of purchases allowable under this application process:

- Salary, wage and fringe benefits of individuals supporting the PSN project
- Travel associated with implementation and evaluation of the PSN project
- Equipment purchased to support the execution of the PSN project
- Printing, publication and duplication of materials that support the PSN project.
- Other costs that demonstrate a PSN nexus.

II. Grant Compliance Details

PSN SPECIAL CONDITIONS

Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be addressed in greater detail after award notifications are made.

Subrecipient Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. *Grants Management*

- All subrecipients 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 subrecipients. 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 subrecipients of funds must maintain current registrations in the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) database. The SAM database is the repository for standard information about federal financial assistance, applicants, recipients, and subrecipients. Information about registration procedures can be accessed at <https://sam.gov/SAM/pages/public/index.jsf>. 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 the above link. 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 with all required back-up documentation.
- 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 activities, 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 PSN 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 (if applicable) 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.
- All costs paid with grant funds must be direct and specific to the implementation of the PSN 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*

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the PSN award, shall include the provisions of the OGR standard subgrant 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 subrecipient 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*

- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by OGR prior to contracting.
- Units of local government and non-profit subrecipients that expend \$750,000 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 [Title 2 C.F.R. Subpart F \(§ 200.500 et seq.\)](#). OGR's local government and non-profit subrecipients will be required to submit an audit summary to OGR annually, upon request.
- In accordance with civil rights laws and regulations, all subrecipients 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, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.
- All subrecipients will be required to complete a Certification of Compliance with Regulations form responding to either Section A- Declaration Claiming Complete Exemption from the EEOP Requirement, Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and certifying that an EEOP is on File for Review or Section C-Declaration Claiming EEOP Submission Requirement. Some subrecipients may be required to submit their EEOP or EEOP Short Form to the U.S. Department of Justice, Office for Civil Rights (OCR). Each subrecipient's Certification, EEOP, or EEOP 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, subrecipients 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 subgrant conditions must be signed and dated at the time an award is made.
- All Subrecipients who are law enforcement agencies receiving any state or federal grant award from EOPSS/OGR will be required to participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.

4. *Equipment and Technology*

- Equipment acquired with Federal funds shall be used and managed to ensure that the equipment is used for criminal justice purposes.
- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC Bill# 789, et seq., Section 808, requires that the title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or non-profit organization that purchased the property, if it provides written certification to the State office that it will use the property for criminal justice purposes. If such written certification is not made, title to the property shall vest in the State office, which shall seek to have the equipment and supplies used for criminal justice purposes elsewhere in the State prior to using it or disposing of it in any other manner.
- A subrecipient 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 subrecipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Subrecipients 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 the EOPSS.

5. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient 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 Bldg.
One Ashburton Pl, Room 1311
Boston, MA 02108
1 800-322-1323
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 Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

The Application Template must be completed as outlined in this section. Applications mailed without original signatures from an authorized signatory official will be considered invalid and may not be reviewed for funding.

Section I. Applicant Template Information

Agency Contact and Fiscal Information

- Indicate Agency name, address, authorized signatory, grant point of contact, finance officer contact information, DUNS number and SAM registration confirmation.

Program Summary

- Provide brief summary of the goods and services to be purchased that address your gang and gun violence evidenced-based prevention and/or intervention needs (250 characters).

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.

Amount of PSN Funds Requested

- Indicate the exact amount of federal funds being requested. The maximum amount allowed is \$97,000.00 for gang and gun violence evidenced-based prevention and/or intervention programs.

Agency Authorized Signatory

- The Chief Executive Officer (Agency Head) must sign and date the hard copy of the Application Template. Applications without this signed form will be deemed invalid and may not be considered for an award. Please note that electronic signatures are not required on the electronic version of the application being submitted (emailed).

Section II. Narrative Template

The application narrative template is comprised of five sections: Statement of the Problem/Needs Assessment; Program Description; Applicant Capacity; Goals and Objectives, Activities, Performance Measures and Evaluation; and Budget.

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

- As it relates to the purpose of this solicitation, applicants must describe the needs impacting youth, families and the communities and their effect or consequences on the local community. Include socio-economic data to help justify the needs as well as the financial hardship in the community to address the needs.
- Describe the intended target population using demographic and other data where possible. Please include the ages being targeted and risk factors confronting the target population.
- Statements should be supported 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.

Program Description (7 page limit)

This section should address both the scope and intent of the program, including detailed descriptions of its components and activities. Additionally, the applicant should discuss (if applicable) if the program will benefit a minority youth population or populations not normally receiving services. Also the applicant should show how the components of the program will address the problem and needs previously identified.

- Describe the risk and protective factors to be addressed and how the program will address them.
- Describe the link between research (evidence-based) and the proposed program and, if possible, any previous evaluation results 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 your program and concepts or services being proposed.

- Thoroughly describe the design of your project. Include how participants are selected to receive services, the lead department, location of services, how the program is structured, lessons to be learned from participants, proposed activities and any other information that will help justify the proposal.
- Please include the names of any collaborating agencies and/or partners such as public and non-public officials. Include a detailed description of any partner's participation in addressing the problem as outlined in the application.
- Describe the process for ensuring the safety of program participants. Applicants must develop and attach their Safety and Security Plan (Attachment E) including a checklist of disclosures to program participants at the start of the program and contingency plans for responding to those who express concerns of safety. The plan must be reviewed and signed by a local police department representative. For those who do not have a Plan at the time of application, applicants must certify in writing that they will develop a plan. Applicants will not be permitted to incur program costs or draw down grant funds until the Plan has been submitted to OGR.
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations including local law enforcement departments) to implement all or some of the proposed activities, a Memorandum of Understanding (MOU) **MUST** be included as an attachment labeled "Attachment D" and contain the following information
 - Summary of each agency's role and responsibilities specific to the proposed project; and
 - Clear outline of deliverables, timeframes, hours and rates of compensation.

Applicant Capacity (2 page limit)

- Discuss organizational capacity to carry out the proposed project and related activities.
- Describe agency qualifications and history implementing the project activities.
- Describe ability to provide trained staff to deliver the services required by the proposed project.
- Describe proven track record and commitment of management team proposed for project.
- Describe any collaboration among community groups, local units of government, and other key stakeholders.

Goals, Objectives, Activities/Timeline, Performance Measures/Evaluation (4 page limit)

Applicants need to clearly state the goals and objectives of what will be achieved with PSN funding.

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

- List of major tasks/activities;
- Person(s) responsible for activities; and
- Start and End dates for each activity.

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.

Plan for Collecting the Data Required for this Solicitation's Performance Measures

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful

applicants will be required to submit performance data as part of the reporting requirements under an award.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application. **Applicants** may submit a **budget** for *up to* approximately 12 months of funding.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Roll-Up sheet and Detail worksheet and submit with your application response.

Unallowable Use of PSN Funds

PSN 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, for the purposes of this application, PSN funds may not be used for any of the following:

- Standard firearms or ammunition;
- Construction, office furniture, or other like purchases;
- Vehicles, vessels or aircraft including unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV);
- Extended warranty above and beyond the cost of the item (after the contract end date);
- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Gift cards;
- Clothing;
- Luxury items;
- Real estate;
- Twelve-Step recovery Programs; and
- Construction projects.

Allowable Budget Cost Categories

Definitions of each budget cost category are provided.

Cost Categories	Definitions and Documentation Requirements
Personnel Costs	Full or part-time salaried employees working on the grant.
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). 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 associated with the equipment/technology purchased. For example, a consultant might be hired by the department to install the technology or train the staff on how to use it.</p> <p>The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by EOPSS. This rate is the exception not the rule.</p>
Local Travel	<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>
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies Costs	Supplies required for program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other Costs	Items (e.g., rent costs, telephone costs, training material, etc.)

IV. Application Submission and Award Process

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: (**Hard Copy** and **Electronic**)

**This AGF and all other required documents can also be found on our website:*

<https://www.mass.gov/service-details/project-safe-neighborhoods-psn>

Hard Copy Submission

Applicants must submit:

- **One** (1) signed original Application Template and **One** (1) signed original Authorized Signatory Listing Form; and
- **One** (1) copy of the documents listed below under *Required Hard Copy Documents*.

The signed and completed Application Template and required documents must be received by OGR on **February 14, 2020 by 4:00 pm**. Please use binder clips or paper clips (no staples). Under no circumstances will late submittals or facsimiles be accepted.

Required Hard Copy Documents:

- Attachment A: Completed and Signed Application Template
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Authorized Signatory Listing Form
- Attachment D: Memorandum of Understanding (MOU)
- Attachment E: Safety and Security Plan

Proposals must be mailed or hand-delivered* to the:

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

**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.*

Electronic (e-mail) Submission

Applicants must submit electronically:

- **One** (1) complete **Attachment A**: Application Template document as a PDF—not a scan (Electronic Signatures are not necessary). Applicants must have Adobe Reader version 9.5 or higher to complete the Application Template. Software necessary to open, complete, and save PDFs is available at <http://get.adobe.com>.

Applicants must also submit electronically:

- **One** (1) **Attachment B**: Budget Excel Worksheet (Roll Up and Detail sheets). The Excel version of the Roll Up and Detail sheets (**not** a PDF—and **not** a scan) must be emailed.

Please email **Attachment A** as a PDF (not a scan) and **Attachment B** as an Excel document, along with any other additional documents to: EOPSS.OGR@mass.gov **no later than 4:00pm on February 14, 2020.**

Review Process

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information and completed required additional attachments (10 points);
- Use of data to demonstrate need, identify the targeted program participants, and describe how proposed strategy/project addresses the stated need (25 points);
- A narrative that clearly describes the items and services to be purchased and their benefits to the community (25 points);
- Implementation plan and timeline that is feasible and ensures all services/deliverables will be completed within the anticipated grant period (15 points); and
- A detailed, reasonable and complete budget (25 points).

Notification of Awards

Funding recommendations will be presented by OGR to the US Attorney's PSN Selection Committee for review, and forwarded to the Governor and Secretary of Public Safety and Security for approval. It is anticipated that the PSN Strengthening Protective Factors through Promising Evidence-Based Prevention and/or Intervention Programming and Activities grant awards will be announced on or about March 2020.

EOPSS reserves the right to award additional proposals recommended for funding by the peer reviewers if additional PSN funds become available after the initial awards are made.

Section V. Proposal Check List

Hard Copy Application Elements and Required Attachments:

- ☐ Please use Binder Clips or Paper Clips, *no staples allowed.*
- ☐ Completed Application Template (**Attachment A**) signed and dated by the Chief Executive Officer of the Department in [Blue Ink](#).
- ☐ Budget Excel Worksheet (**Attachment B**) (both the **Roll Up and Detail sheets** must be included in your application packet).
- ☐ Authorized Signatory Listing Form (**Attachment C**), signed in [Blue Ink](#).
- ☐ Letter of Support/MOU (**Attachment D**) with Law Enforcement Agency (required) and other partner agencies,
- ☐ Safety and Security Plan (**Attachment E**)
- ☐ **One** signed **original** and **one copy** of all the application documents.

Electronic Application Elements and Required Attachments:

- ☐ **Attachment A:** Completed Application Template
- ☐ **Attachment B:** Budget Excel Worksheet Form (Roll Up and Detail sheets)

- ☐ Please email **Attachment A** as a PDF (not a scanned document) and **Attachment B** as an Excel document to EOPSS.OGR@mass.gov **no later than 4:00pm on February 14, 2020.**

If you have any questions regarding this application, please email: EOPSS.OGR@mass.gov