



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

STOP Grant

**Students, Teachers, and Officers Preventing
School Violence Act Grant Program**

Technical Assistance Webinar

OGR Homeland Security Division

Benjamin Podsiadlo, Division Chief

Sonya Schey, Division Manager



*Office of Grants & Research
Homeland Security Division*

Agenda

- **Introductions**
- **Grant Overview**
- **Key Dates and Deadlines**
- **Procurement**
- **Reporting**
- **Reimbursement Process**
- **Example with OGR Team**
- **Questions**



Office of Grants & Research
Homeland Security Division

STOP Grant Overview

The Department of Justice's FFY 2018 "STOP" grant program award to Massachusetts is exclusively for public schools or districts, educational collaboratives, or charter schools to **prevent and reduce violence** in schools by developing and operating school threat assessments and crisis intervention teams.



Office of Grants & Research
Homeland Security Division

Grant Overview

- ❑ 14 awardees totaling \$570,465.00 in awards
- ❑ Grant Project Period : *Start Date 2023 to September 30, 2023. There are no extensions.*
- ❑ The exact start date for your organization is the date your Standard Contract Form was signed by OGR's Executive Director Kevin Stanton.
- ❑ All expenses must be obligated between these dates.



*Office of Grants & Research
Homeland Security Division*

Reporting Schedule

Reporting Period	Due Date
<input type="checkbox"/> Quarter 1: Contract Start Date - June 30, 2023	July 15, 2023
<input type="checkbox"/> Quarter 2: July 1 - September 30, 2023	October 15, 2023

- ☐ Each reporting period your agency will submit a report. Part A will consist of a programmatic report and Part B will consist of a financial report (Excel Workbook).
- ☐ Submission of this report is required in order to process STOP grant funding reimbursements.

Timeline and Deadlines

- ▶ **Contract packet submission deadline:** March 24, 2023
- ▶ **Contract start date:** The date your contract was signed by OGR Executive Director Kevin Stanton
- ▶ **First Reporting Quarter Due Date:** July 15th for reimbursable activities from Start date to June 30th
- ▶ **Second Reporting Quarter Due Date:** October 15th for reimbursable activities from July 1st - September 30th
- ▶ **END of GRANT PERIOD: On September 30, 2023, all reimbursable activities cease.**

Match

- ▶ **The Commonwealth has provided the \$250,000 match.**

Procurement Laws & Policies

- ▶ *All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition.*
- ▶ All STOP Grant sub-recipients must comply with 2 CFR Part 200:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- ▶ State:
 - ▶ MGL c.7 Section 22 - State and local procurement
 - ▶ 801 CMR 21.00 - Procurement of commodities and services
- ▶ Local: MGL c. 30B, Section 1 (c) and MGL c.7, Section 22A (see: <https://www.mass.gov/how-to/get-procurement-assistance>)
- ▶ Others: Follow official organizational policy & federal law



*Office of Grants & Research
Homeland Security Division*

Reporting Forms

- ☐ Reporting form will be accessed through a link and Excel workbook provided by OGR.
- ☐ This link will bring you directly to the reporting form to start Part A - Programmatic reporting. Once completed you will be prompted to upload Part B- financial portion which will be an Excel workbook and any supporting documents.
- ☐ The Excel workbook will be provided to you within the next week.
- ☐ The Part B - financial reporting portions will be uploaded as an **Excel** document after completing Part A- programmatic report.



*Office of Grants & Research
Homeland Security Division*

Reimbursement Process

- ☐ Once OGR has approved a submitted reimbursement, our fiscal team will process the payment for the expenditures. Turnaround time to receive payment shall be within 45 calendar days of your submission date.
- ☐ Our fiscal team will use the Vendor Code on your Contract to electronically deposit the payment.
- ☐ If issues arise during review process that need to be addressed by the subrecipient, the 45 day rule will apply to the new submission date

Commingling is Disallowed

- ▶ The mixing or blending of grant funds so that expenditures cannot be identified to a particular grant, project, or indirect activity is prohibited
- ▶ Subrecipient records must adequately identify the source and application of funds for federally sponsored activities
- ▶ The subrecipient's financial system must provide for effective control over and accountability for all funds, property, and other assets
- ▶ Subrecipients shall safeguard all such assets and assure they are used solely for authorized and approved purposes

Reporting Form Overview

- ▶ Lisa Lundquist OGR RPAD Manager will now review the programmatic Reporting Form (A).



*Office of Grants & Research
Homeland Security Division*

Reporting Form Process

- 1) Receive link to access program and financial reports from OGR
- 2) Open STOP Grant Reporting Form link from OGR
- 3) Complete all questions in program report and submit
- 4) OGR will send sub-recipients “**financial Excel workbook**” for financial reporting. This will be pre-populated and protected with your approved budget category amounts.
- 5) Please complete and return the Excel workbook for the Quarters (1 and 2) expenditures
- 6) Digitally sign financial reporting form & submit



*Office of Grants & Research
Homeland Security Division*

Part B - Financial Reporting

- ☐ Steve Domings Budget Manager from the OGR fiscal team will now review the reporting



*Office of Grants & Research
Homeland Security Division*

Reporting Forms Part B - Financial Reporting (Excel Workbook)

- ☐ When completing the financial portion of the reporting forms, be sure to only include approved expenditures from OGR approved budget. Your agency's approved budget will already be entered into the form and cannot be altered.
- ☐ Requirements & descriptions for each budget category can be found on the reporting forms.



*Office of Grants & Research
Homeland Security Division*

Requirements

- ☐ **Personnel** - All payroll records shall be kept at the subrecipient's location in the case of a site visit audit unless requested by OGR.
- ☐ **Fringe** - All payroll records shall be kept at the subrecipient's location in the case of a site visit audit unless requested by OGR. If reimbursing for Fringe, the fringe rate being used must either be consistent to the approved budget's fringe rate or broken down by fringe benefit percentage
 - ☐ Ex) health insurance - 10%, dental - 2.5%, life insurance - 2.5%



*Office of Grants & Research
Homeland Security Division*

Requirements Cont.

- ☐ **Indirect** - Indirect rates must be consistent with the approved budget's indirect rate. All costs applied to indirect rate must be deemed an applicable base. If a subrecipient does not have a currently approved indirect rate, the subrecipient may elect to use the de minimis rate, for which Modified Total Direct Costs (MTDC) will be applied.
- ☐ **Contractors/Consultants** - All invoices for this cost category must be submitted with reimbursement.



*Office of Grants & Research
Homeland Security Division*

Requirements Cont.

- ❑ **Travel** - All supporting documentation relating to Travel must be submitted with reimbursement. The maximum mileage reimbursement allowed is \$.62/mile.
- ❑ **Other/Supplies** - If costs pertain to preceding cost categories, please follow that cost category's instructions. For supplies, any cumulative purchases in a reporting period for any specific vendor which totals \$1000 or greater must have all invoices tied to that vendor submitted with the reimbursement.



*Office of Grants & Research
Homeland Security Division*

Approved Cost Categories

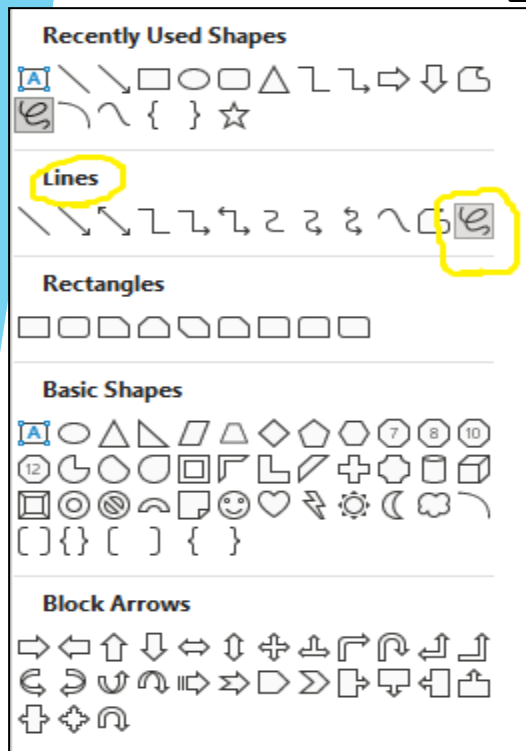
- ❑ DO NOT SPEND OUTSIDE OF YOUR APPROVED COST CATEGORIES.
- ❑ If you have any questions regarding allowable and unallowable costs, please refer to the AGF document as well as contact your OGR Program Coordinator as soon as possible and prior to any spending.




Office of Grants & Research
Homeland Security Division

Electronically Signing Excel Workbook

- ☐ At the top of Excel, click Insert, Shapes (In Illustrations).
- ☐ In the dropdown selection, choose the Freeform: Scribble option.
- ☐ After clicking this option, the user's mouse cursor will turn from an arrow to a pencil. The subrecipient is now able to sign the *Budget Summary* page
- ☐ To complete a signature, the user will need to hold down the mouse button for the duration of the signature. Any break in the signature, will cause the user to repeat the actions in order to complete the signature.



Total Costs	\$	-
Completed by		
Signature:		
Date:	February 23, 2023	
Print Name:	Steven Domings	
Email Address:	steve.m.domings@mass.gov	
certify that this report, schedules, statements, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State regulations and that the articles or services listed were		



*Office of Grants & Research
Homeland Security Division*

OGR Contact Information & Questions

We look forward to scheduling site visits with all of you to observe the critically important school safety and security work this grant is funding. Thank you for your incredible efforts, We are at your disposal to assist and ensure we meet our goals!

Benjamin Podsiadlo, Homeland Security Division Chief
benjamin.podsiadlo@mass.gov

Sonya Schey, Homeland Security Division Manager
sonya.schey@mass.gov