

# METROPOLITAN MAYORS COALITION

## SENATOR CHARLES E. SHANNON, JR. COMMUNITY SAFETY INITIATIVE

### 2023 Metro Mayors CSI Shannon Grant Award Terms & Conditions

#### Memorandum of Understanding

On behalf of SOMERVILLE Police Dept. (city/town/organization), I have received, read, and agree to the terms and conditions outlined in the following documents related to my municipality/organization's 2023 Metro Mayors CSI (Community Safety Initiative) Shannon Grant Award:

- Commonwealth of Massachusetts - Standard Contract Form (Attachment 1)
- Executive Office of Public Safety and Security (EOPSS) - Office of Grants and Research General Subrecipient Grant Conditions (Attachment 2)
- Availability of Grant Funds for the 2023 Senator Charles E. Shannon Jr. Community Safety Initiative (Attachment 3)

I also acknowledge and agree to the following provisions:

- 1) Each partner of the Metro Mayors CSI must designate a contact person. This person must attend the Initiative's monthly collaboration meetings.
- 2) Each partner must complete all reports required by EOPSS and meet all deadlines set by MAPC for these reports. This includes, but is not limited to:
  - a. Quarterly Financial Reports
  - b. Biannual Programmatic Reports
- 3) Police departments receiving Shannon CSI funding must:
  - a. Participate and submit case-specific information on officer administration of Narcan/Naloxone using a reporting tool as determined by EOPSS.
  - b. Contribute daily crime data to the Commonwealth of Massachusetts Fusion Center's Coplink.
  - c. Report their crime data on a monthly basis (at a minimum) to the Crime Reporting Unit of the Massachusetts State Police. Departments with a record management system that is capable of generating National Incident Based Reporting System (NIBRS) data must submit crime data to the Crime Reporting Unit only in this format.  
\*In addition, departments that maintain a juvenile lockup must submit monthly juvenile lockup data to the Department of Criminal Justice Information Services via CJIS/LEAPS.
- 4) Each partner must ensure that all reimbursement requests submitted to MAPC are for approved expenses as detailed in their Award Letter or any subsequent EOPSS/MAPC approved budgets for their city/town/organization. All requests must be accompanied by appropriate backup documentation including detailed payroll documentation, invoices, proof of payment and/or receipts. All purchases made with Shannon CSI funding must be made in accordance with State



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procurement law (M.G.L. Ch. 30B) and supporting documentation demonstrating compliance must be made available to MAPC upon request.

- a. At a minimum, requests for reimbursement of approved expenses must be submitted to MAPC on a quarterly basis, subject to EOPSS' quarterly report deadlines. However, MAPC will also accept reimbursement requests on a monthly basis. In order to be eligible for reimbursement, approved expenses must take place within the following timeframe: January 12th, 2023, and December 31, 2023.
- 5) Funds for projects and services provided through the Shannon CSI must supplement, not supplant, other state or local funding sources.
  - a. Supplanting is defined as a reduction of local funds for an activity specifically because State funds are available (or expected to be available) to fund that same activity.
- 6) Each partner who wishes to amend their approved 2023 budget must complete and submit a budget revision request in writing to the Shannon CSI Program Director before **November 1, 2023**. The Shannon CSI Program Director will then review the submission and submit the request to the EOPSS.
- 7) Partners must cooperate with the implementation of the individual risk assessment tool and comply to the greatest extent possible with additional requests from the Local Action Research Partner (LARP).

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## Signatures

For the HIGHEST RANKING OFFICIAL

X Charles Femino

Date: 3-9-2023

Name: CHARLES FEMINO

Title: Chief of Police

For the DESIGNATED CONTACT PERSON

X Dorothy Cassesso

Date: 3/10/23

Name: Dorothy Cassesso

Title: Financial Analyst

For the Metropolitan Area Planning Council

X  6D73E3E389D948C

Date: 3/14/2023

Name: Marc Draisen

Executive Director

Title: \_\_\_\_\_