

Massachusetts Municipal Public Safety Staffing Grant

POLICE

Name of Local Police Department: SOMERVILLE POLICE DEPARTMENT

Funding Requested: \$ 74,400.00

Name of Police Chief: CHARLES FEMINO  
(type: first and last name)

Police Chief Phone: (617)625-1600 X7200 Email Address: cfemino@police.somerville.ma.us

Police Department Mailing Address:

Street 220 Washington Street City Somerville Zip Code 02143

County: Middlesex Phone: (617)625-1600 Fax: (617)628-4936

Grant Contact Name: Dorothy Cassesso Title: Financial Analyst

(Note: The person designated as the *Grant Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

Grant Contact Mailing Address:

Same as Above  Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (617)625-1600 Ext: 7206 Fax: (617)628-4936

E-mail: dcassesso@police.somerville.ma.us

Fiscal Point of Contact for Grant: Name: Dorothy Cassesso Title: Financial Analyst

Fiscal Contact Mailing Address:

Same as Above  Street \_\_\_\_\_ City \_\_\_\_\_

Phone: (617)625-1600 Ext: 7206

E-mail: dcassesso@police.somerville.ma.us

Staffing on PAGE # 2  
DO NOT REFLECT  
Actual staffing  
as of Feb 8, 2022  
CF

**ATTACHMENT A**  
**Massachusetts Municipal Public Safety Staffing Grant**  
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Applicants must **answer all questions in the application** in order to qualify for funding. Applicants will be required to address the following: (1) department staffing; (2) budget information; (3) calls for service and arrest data; and (4) several narrative questions.

**Department Staffing**

- a. Please list the total number of full time employees in your department as of the dates indicated, as well as the number of employees by rank. Please include part-time employees as part of one FTE. For example, two half-time employees = 1 FTE.

	<b>FY19</b> (on 7/01/18)	<b>FY20</b> (on 7/01/19)	<b>FY21</b> (on 07/01/20)	<b>Authorized in</b> <b>FY22</b>
<b>Total # Sworn Officers</b>	131	131	128	128
Command	34	34	34	34
Patrol	97	97	94	94
Reserve	0	0	0	0
<b>Total # Civilian Employees</b>	<b>61</b>	<b>62</b>	<b>86</b>	<b>70</b>

- b. Please list the number of police recruits currently in the police academy:

1

- c. Please list the number of layoffs and the total number of positions eliminated (through attrition, retirement, etc.) or left open since July 1, 2018 **as of the date of this application**. Please include part-time employees as part of one FTE. For example, two half-time employees = 1 FTE.

	<b>Actual # of layoffs</b>	<b>Total # of open positions since 7/1/18*</b>
<b>Total # Sworn Officers</b>	0	0
Command	0	0
Patrol	0	0
Reserve	0	0
<b>Total # Civilian Employees</b>	<b>0</b>	<b>0</b>

\* This column should contain only the number of open positions (from lay-offs and/or attrition) for which there is no funding to re-hire or hire. Do not include positions for which there is funding and you have been authorized to fill or filled via ARRA.

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**2. Budget Information**

a. Please list information regarding your department's budget and the total municipal budget as of the dates indicated.

	FY19	FY20	FY21	Authorized in FY22
<b>Total City/Town Budget*</b>	241,400,762	254,657,041	247,463,317	270,179,919
<b>Total Department Operating Budget</b>	16,138,579	17,044,021	15,532,252	16,705,690
<b>Total Department Salaries **</b>	12,687,213	13,117,462	14,949,552	14,326,144
<b>Overtime Budget (including court overtime)</b>	1,604,377	1,761,877	886,854	1,075,540

\* Include your city's school budget.  
 \*\* Do not include fringe or indirect costs.

**3. Service and Arrest Data**

a. Please provide data for the time periods indicated.

	FY2018 7/1/2017- 6/30/2018	FY2019 7/1/18- 6/30/19	FY2020 7/1/19- 6/30/20	FY2021 7/1/20- 6/30/21
<b>Total Calls for Service</b>	77,895	74,552	74,552	63,516
<b>Total Arrests</b>	564	559	559	213

b. Please provide data for the time periods indicated.

	FY2018 7/1/2017- 6/30/2018	FY2019 7/1/18- 6/30/19	FY2020 7/1/19- 6/30/20	FY2021 7/1/20- 6/30/21
<b>Total Calls for Mutual Aid/ Assistance from Other Departments</b>	19	32	32	33

Please be advised that we will also be reviewing your Part I and II crime data submitted to the Crime Reporting Unit of the Massachusetts State Police and incorporating the data to determine awards.

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**4. Narrative Questions**

- a. Describe if and how changes in staffing have affected specific department functions (e.g., sexual assault, crime analysis, school resources, and investigations). Are any units disproportionately affected? Be specific. Limit your response to one page in the space below.

Somerville Police Department (SPD) currently has 11 police officer vacancies. Recruiting new staff to fill vacancies is a growing challenge.

Continual vacancies mean that SPD has few resources available for key departmental functions. SPD's union contract requires that it maintain a minimum of seven patrol cars per shift. When vacancies, along with absences due to illness, vacation time and injury, make it impossible to fill the seven cars, SPD must call in officers on overtime. At the same time, SPD is struggling to address two expanded functions: traffic management and support for polling places during elections.

SPD's traffic management function has expanded as a result of construction on the MBTA Green Line Extension (GLX) project, which will add four new Green Line transit stations in Somerville and two more in neighboring Medford and Cambridge. The new GLX tracks will run alongside existing commuter rail tracks, so the railbed and bridge over the railbed must be widened, which necessitates closing the bridge and roadway above. With the closing of bridges and roadways, it continues to affect Somerville's main thoroughfares, adjacent arteries, and neighborhood street. Although GLX pays the police details that direct traffic at each closed bridge, SPD must place officers on secondary roads to direct displaced vehicles through neighborhoods and intersections that are not equipped to handle heavy traffic. Other construction, combined with the GLX impacts, has also created gridlock on McGrath Highway at its intersections with Broadway, Pearl Street, and Highland Avenue in Somerville. Numerous accidents have occurred at these locations, and in July 2019 a pedestrian was killed nearby, at the intersection of McGrath Highway and Mystic Avenue.

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- b. Describe whether or not staff reductions have affected how you allocate department resources (i.e., staff distribution). Include if and how reductions in civilian staff have affected assignment of sworn personnel. Be specific. Limit your response to one page in the space below.

Although SPD is still authorized to have 94 patrol officers and has been able to retain its civilian staff, it is working with a de facto staffing reduction: it currently has 11 vacancies, even after considerable recruitment efforts. It's responsibilities have also expanded. GLX construction will continue through 2022

When faced with a staffing shortfall, SPD puts officers on overtime when possible, the department is burning through the overtime at a quicker pace due to manpower shortage. To keep the percentage from growing SPD has been working creatively to assign additional officers on straight time to certain areas, such as traffic management, that are going to require prohibitive amounts of overtime. It has, for example, created short-term assignments to Traffic Enforcement for officers from other divisions to meet specific needs, and assigned its Community officers regular patrol functions. Eventually, however, the available officers cannot be stretched any further and SPD must hire officers on overtime.



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- d. Inform EOPSS if your department has received State and/or Federal funding to support staffing needs in the last 24 months. If so, please identify the funding stream(s), funding amount, number of positions, and duration of the award. Limit your response to one page in the space below.

Somerville Police Department pursues all appropriate funding opportunities as a way to increase its capacity with additional civilian staff and overtime support for officers. The following grant funding, awarded in the last 24 months, illustrates this point:

Funding source: Massachusetts Executive Office of Public Safety and Security, FY 21 Mass Municipal Public Safety Staffing Grant  
Full award amount: \$74,400.00

Funding source: Massachusetts Executive Office of Public Safety and Security, FY 20 Mass Municipal Public Safety Staffing Grant  
Full award amount: \$74,400.00

Funding source: Massachusetts Department of Mental Health, Crisis Intervention Team (CIT) Training and Programs, CIT Training and Technical Assistance Center, and Other Innovative Police-Based Behavioral Health Jail Diversion/Jail Prevention Program Grant  
Full Award Amount: \$298,280 / \$298,280  
Positions Covered: 3 full-time civilians (Co-Director, Coordinator of Law Enforcement Partnership, Project Assistant) and overtime for officers to attend training  
Award Period: July 1, 2019 - June 30, 2020 / July 1, 2020 - June 30, 2021.

Funding source: Massachusetts Department of Mental Health, Crisis Intervention Team (CIT) Training and Programs, CIT Training and Technical Assistance Center, and Other Innovative Police-Based Behavioral Health Jail Diversion/Jail Prevention Program Grant  
Full Award Amount: \$37,315 / \$37,315  
Positions Covered: Portion of salary (0.55 FTE) for 1 full-time civilian (Jail Diversion Coordinator)  
Award Period: July 1, 2019 - June 30, 2020 / July 1, 2020 - June 30, 2021.

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- e. Please provide any additional information that will help support your department's need for these funds. This could include any additional staffing reductions or service reductions as a result of budget cuts authorized in FY2022. Limit your response to one page in the space below

Please see responses to questions 4.a. through 4.d. above.

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**THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR COMPLETED APPLICATION!**

**Signature Page**

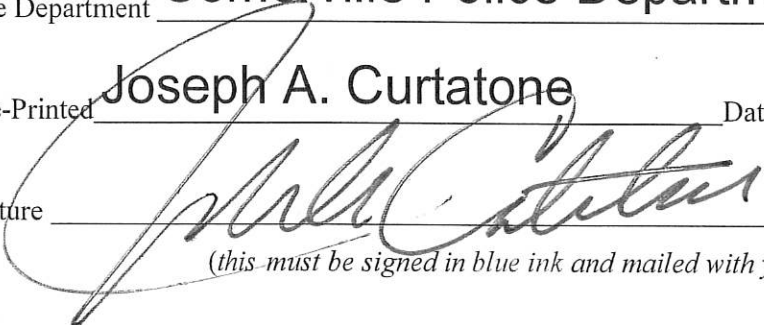
*The following must be completed and signed by the Mayor of behalf of the Municipal Department submitting this application.*

**As the Mayor of this City, I am authorizing the Police Department to apply for funding for a Massachusetts Municipal Public Safety Staffing grant from the Executive Office of Public Safety and Security. I have reviewed and approve the content contained in this application being submitted for consideration of a grant award.**

Name of City City of Somerville

Name of Police Department Somerville Police Department

Mayor's Name-Printed Joseph A. Curtatone Date 10/27/21

Mayor's Signature   
*(this must be signed in blue ink and mailed with your application)*

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**Submission Protocol**

**Submit electronically (1) PDF version of the completed application (Attachment A) along with Attachments C-E to [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov) by the application deadline stated below.**

**ALSO**

**Mail or Hand Deliver (1) signed original and (1) additional copy of the signed completed (Attachment A) application (along with Attachments C – E) to:**

**Office of Grants and Research**  
**Ten Park Plaza, Suite 3720-A**  
**Boston, MA 02116**  
**Attention: Emily Fontaine**

Electronic applications must be completed and received by the Office of Grants and Research by **4:00 p.m., Wednesday October 27, 2021** and hard copy submissions must be received (by U.S. mail or hand delivered) by this date. Late submissions will not be accepted.



**MA Executive Office of Public Safety and Security - Office of Grants and Research (OGR)**

**SUBRECIPIENT RISK ASSESSMENT FORM**

**SECTION A: PURPOSE**

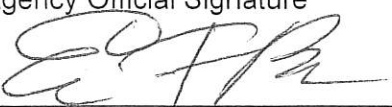
Federal regulations contained in 2 CFR §200.332 require the Office of Grants and Research to evaluate each grant subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining appropriate subrecipient monitoring. OGR must also determine subrecipients' financial management capabilities.

The programmatic and fiscal responsibility of subrecipients must be such that they can properly discharge the public trust that accompanies the authority to expend public funds. Adequate accounting and program management systems should meet the following criteria:

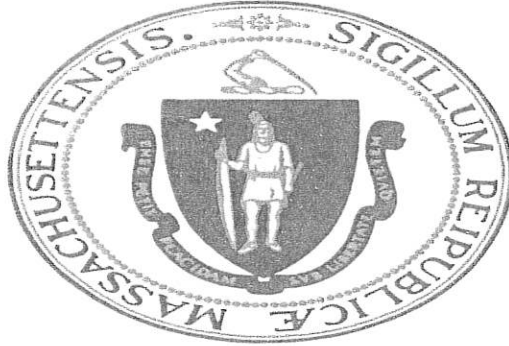
- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation that support the entry and can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal programmatic controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.
- (5) Certify that subrecipient and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a state or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

**SECTION B: ACCOUNTING SYSTEM**

1. Which of the following best describes the accounting system: <input type="checkbox"/> Manual <input checked="" type="checkbox"/> Automated <input type="checkbox"/> Combination	
2. Does the accounting system identify the receipt and expenditure of program funds separately for each grant/contract?	X Yes <input type="checkbox"/> No
3. Does the accounting system provide for the recording of expenditures for each grant/contract by the budget cost categories shown in the approved budget?	X Yes <input type="checkbox"/> No
4. Are time distribution records maintained for an employee when his/her effort can be identified to a particular cost objective?	X Yes <input type="checkbox"/> No
5. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	X Yes <input type="checkbox"/> No
	X Yes <input type="checkbox"/> No
6. If Federal grant funds are commingled with organization funds, can the Federal funds and related costs be readily identified?	X Yes <input type="checkbox"/> No

SECTION C: PROGRAM MANAGEMENT		
1. Is the organization new to managing federal grant funds or has the organization had recent staff turnover that significantly reduces its institutional capacity to effectively manage federal funds?  If yes, please explain: (attach a separate sheet if necessary)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. If the organization has recently (past 5 years) or currently receives federal grant funding, has the organization been out-of-compliance with reporting or other requirements?  If yes, please explain: (attach a separate sheet if necessary)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SECTION D: APPLICANT CERTIFICATION		
I certify that the above information is complete and correct to the best of my knowledge.		
Agency Official Signature 	Title Finance Director	Date 10/14/2021
Type or Print Name of Agency Official Edward Bean		
Subrecipient Organization Name, Address, and Telephone Number City of Somerville 93 Highland Avenue Somerville, MA 02143 (617) 625-6600		
SECTION E: FOR OGR INTERNAL USE ONLY		
<b><u>Subrecipients - Do not complete this section</u></b>		
1. Does the subrecipient receiving this award have an acceptable track record of managing funds provided by EOPSS? Briefly explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the proposed program very complex, is the award above \$1million, and/or is the proposed grant-funded activity such that additional risk can be presumed? If yes, please explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. According to <a href="http://www.sam.gov">www.sam.gov</a> , is the subrecipient organization or any of its principals presently debarred, suspended, or voluntarily excluded from covered transactions by any Federal, State or local department or agency for non-responsible behavior (i.e. fraud, embezzlement, tax evasion, violation of antitrust statutes)? If yes, please explain.		<input type="checkbox"/> Yes <input type="checkbox"/> No

## Attachment B - Budget Worksheets



### SFY2022 Municipal Public Safety Staffing Police and Fire

Cost Categories	Total
Personnel Costs	\$ -
Fringe Costs	\$ -
Overtime Costs	\$ 74,400.00
Other Costs	\$ -
<b>Total Costs</b>	<b>\$ 74,400.00</b>

Name of Applicant Organization	Somerville Police Department
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Completed by  
Signature:

Charles J. Femino

Print Name & Title:

CHARLES J. FEMINO - Chief Police

Date:

10-27-2021

Executive Office of Public Safety and Security  
 Office of Grants and Research  
 Justice and Prevention Division  
 Budget Worksheets - Somerville Police Department

You may add or delete rows in each section as necessary. To do so, please make sure that macros are enabled upon being prompted when the document is first opened.

**PERSONNEL** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be paid by this State grant. Be sure to describe the role and function to be provided by the employee.

Name/Position	Annual Salary	Percentage Charged to Program	Description	Total Expenditures
Subtotal:				\$ -

**FRINGE & PAYROLL TAX** - 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, workers compensation costs, FMLA, and payroll taxes. A copy of the approved or audited rate must be included with the application. If applicant does not have a federally approved or audited rate, actual known costs must be itemized by type and include rate computations in this section of the budget forms.

Name/Position	Salary Charged to Grant	Contract Fringe Rate	Description	Total Expenditures
Subtotal:				\$ -

**OVERTIME** - List the rank/position for each overtime request. Indicate overtime rate for employees and the number of overtime hours for the period of the State grant. Be sure to describe the purpose of the overtime.

Name/Position	Overtime Rate	Number of Hours	Description	Total Expenditures
Patrol Officers	\$ 62.0000	1200.0000	The OT will be used for 150(8-hour) shifts of patrol coverage for spring and fall months in 2022.	\$ 74,400.00
Subtotal:				\$ 74,400.00

**OTHER** - Costs listed in this category may include direct costs relevant to the proposed project and/or organization that cannot be listed within the aforementioned cost categories. Costs in this category may include: 1. Direct costs associated with new hires such as phone, uniforms, etc.; 2. Support costs such as recruitment expenses for new hires, training, etc.; 3. Supplies for new hires (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).

Item	Cost	Quantity	Description	Total Expenditures
Subtotal: \$				-
Grand Total: \$				74,400.00