

**CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103**

REQUEST FOR PROPOSALS

RFP (Bid) Number 27-040

Will be **received at the Office of Procurement until 2:00 P.M. October 5, 2026** and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

All packages must be marked with Proposer's business name, the above RFP number and the due date.

By: **Lauren Stabilo, Chief Procurement Officer**

This Request for Proposal is for: **2027 Senator Charles E. Shannon Jr. Community Safety Initiative—Availability of Grant Funds (AGF)** - (Per the attached specifications)

As requested by: **Springfield Police Department**

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Company Name)

(Company Address)

I acknowledge receipt of addenda numbered: _____, _____, _____, _____, _____.

signed by: _____
(Printed or Typed Name and Title)

_____/_____/_____
(Signature and Date)

Telephone Number: _____

Fax: _____

Email Address: _____

ADVERTISEMENT
CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF PROCUREMENT

Request for Proposals for: 2027 Shannon Community Safety Initiative Grant Program– Bid #27-040

will be received until 2:00 PM: **October 5, 2026**

by:

The Office of Procurement
Lauren Stabilo, Chief Procurement Officer
36 Court Street, Room 307, Springfield MA 01103
Phone (413) 787-6284 lstabilo@springfieldcityhall.com

at which time the bids will be privately reviewed in the Office of Procurement Bid Room. Bid documents and specifications will be available at no charge beginning **September 8, 2026**, at the Office of Procurement from 8:15A.M. to 4:00 P.M., or through the City's website; www.springfieldcityhall.com Please refer to the bid number and opening date when requesting.

All questions are due on September 23, 2026 by close of business and will be responded to by the Office of Procurement and forwarded to all registered bidders in the form of addenda no later than September 28, 2026.

The Springfield Police Department, through the Office of Administration and Finance is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program for the City of Springfield. The Shannon CSI Grant Program is funded by the Executive Office of Public Safety and Security (EOPSS). The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model.¹ Grant funding, oversight, and technical assistance supports regional and multi-disciplinary approaches to combat gang and youth violence through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs.

Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on or about **January 1, 2027 through December 31, 2027**. Actual funding cycle start date is based on the start date identified by the state contract.

The City of Springfield will be applying for the maximum award amount of \$1,000,00.00 from the Executive Office of Public Safety and Security (EOPSS). Contingent on the actual award amount, the City of Springfield will make available to potential Shannon Partners, 67% of the total award granted from EOPSS to the City. The 2027 Shannon CSI is a competitive grant. Community based program agencies are eligible to apply for up to **\$80,000.00**. SPD may award full funding, partial funding, or no funding. Preference will be given to applications that (1) propose programs that target geographical areas with demonstrated high levels of youth violence, gang problems, and substance abuse, (2) demonstrate a commitment to neighborhood based strategies, (3) outline a comprehensive plan to work with multidisciplinary partners, (4) provide a written commitment to match grant funds with a 25% contribution from public or private sources if the organizations are programs of the city or quasi city based organizations. The Chief Procurement Officer reserves the right to waive any informality in and to reject any or all bids if it is in the public interest to do so.

Note: to newspaper: Insert the above advertisement in the Springfield Union-News ONLY under the heading "Legal Notice" on the following date: **September 8, 2026**

REFERENCE: 4137876284 per bid number 27-040

City of Springfield's Police
Department

Availability of Grant Funds (AGF)
2027 Senator Charles E. Shannon Jr.
Community Safety Initiative (CSI)



Program Overview

The Springfield Police Department (SPD), through the Office of Administration and Finance (A&F) is responsible for administering the Senator Charles E. Shannon Jr., Community Safety Initiative (Shannon CSI) Grant Program for the City of Springfield. The Shannon CSI Grant Program is funded by the Executive Office of Public Safety and Security (EOPSS).

The Shannon CSI Grant Program incorporates the key elements of the Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model.¹ Grant funding, oversight, and technical assistance supports regional and multi-disciplinary approaches to combat gang and youth violence through coordinated prevention and intervention, law enforcement, prosecution, and reintegration programs.

Contents of this AGF

I. Important Highlights	Pg. 1-2
II. Grant Compliance Details	Pg. 2-3
III. Application Process.....	Pg. 4-9
IV. Notification of Awards.	Pg. 9
V. Proposal Checklist	Pg. 9

I. IMPORTANT HIGHLIGHTS

Key Dates:

1. RFP Posted	September 8, 2026
2. Proposals Due	2:00 PM EST, October 5, 2026
3. Award Announcements Anticipated	November/December 2026
4. Anticipated Grant Period	January 1, 2027, through December 31, 2027

Funding Overview

The City of Springfield will be applying for the maximum award amount of \$1,000,000.00 from the Executive Office of Public Safety and Security (EOPSS). Contingent on the actual award amount, the City of Springfield will make available to potential Shannon Partners, 67% of the total award granted from EOPSS to the City.

¹ For more information on the OJJDP Comprehensive Gang Model, see:
<http://www.nationalgangcenter.gov/Comprehensive-Gang-Model>

Preference will be given to applications that (1) propose programs that target geographical areas with demonstrated high levels of youth violence, gang problems, and substance abuse, (2) demonstrate a commitment to neighborhood based strategies, (3) outline a comprehensive plan to work with multidisciplinary partners, (4) provide a written commitment to match grant funds with a 25% contribution from public or private sources if the organizations are programs of the city or quasi city based organizations.

SPD encourages applications that represent a collaborative effort within a municipality or region. For each application, SPD encourages a community-based organization, non-profit, or city-based organization to serve as the lead applicant and fiscal agent. SPD encourages sign-off by the head of the organization (Executive Director, CEO) to demonstrate executive leadership and commitment to the collaborative effort. Funds may be distributed to project partners by the lead fiscal agent. Project partners in the team may include non-profit community-based organizations, and other youth, social service, education and case management involved agencies. Multiple organizations may apply together as a collaborative group, with one organization serving as the lead applicant and as the fiscal agent for the group.

Applicant Eligibility

The 2027 Shannon CSI is a competitive grant. Community-based program agencies are eligible to **apply for up to \$80,000.00**. SPD may award full funding, partial funding, or no funding.

II. GRANT COMPLIANCE DETAILS

Fund Disbursement

Details about the fund disbursement process will be provided at the time awards are made.

Project Duration

Applicants should apply for one year of funding. The anticipated funding cycle for projects will begin on or about **January 1, 2027 and end December 31, 2027**. Actual funding cycle start date is based on the start date identified by the state contract.

Recipient Requirements

Sub-recipients must abide by the grant requirements below as well as all Sub-recipient Grant Conditions to be provided at the time of contracting.

Grants Management

- Submission of satisfactory and timely quarterly progress reports and financial reports, documentation of the project director and their contact information.
- Cooperation during SPD monitoring endeavors, including site visits, attendance of technical assistance meetings and compliance with survey response questionnaires.
- All costs paid with grant funds must be direct and specific to the implementation of the Shannon CSI-funded project.

- In-state travel costs associated with the Shannon CSI project shall include mileage rates not in excess of the state rate (currently \$0.70 per mile), actual tolls, or actual parking.
- No grant funds may be spent for out-of-state fees, out-of-state travel, or out-of-state lodging.
- No grant funds may be spent for food or beverages.
- No grant funds may be used for incentives/stipends without prior written approval from SPD.
- No grant funds may be used for a cash reserve.
- No consultant or trainer may be paid more than \$650 for an eight-hour workday or \$81.25/hour without the prior written approval from SPD. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application. (rate set by the OGR AGF)
- All costs are required to be substantiated through appropriate source documentation, including but not limited to: receipts, payroll reports, cancelled checks, statements, etc.

Procurement

- Sub-recipients choosing to further sub-grant or collaborate with an implementing agency or an independent contractor, all or any part of the amount of the Shannon CSI grant award, shall include the provisions of the sub-grant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. A copy of the contract or MOU must be submitted to SPD for the sub-recipient grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded.*
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities, and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring that any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

Other Requirements

- Sites must register with the City of Springfield as a vendor, and sub-grant conditions must be signed and dated if an award is made.
- Shannon CSI sites must maintain an active presence at all partnership meetings to ensure community collaboration, consistent information sharing, oversight, and direction for the Shannon Grant CSI programming.
- Shannon CSI partners must identify a lead contact. This contact shall be appointed to oversee the project at each site and serve as the point of contact for the funded program and the funded Agency. The contact persons and responsibilities should be provided to SPD at the commencement of each sites grant award.

III. APPLICATION PROCESS

This section describes: (A) Instructions, (B) Submission process and deadline, and (C) Proposal review process.

A. Application Instructions, Required Sections, and Optional Section

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

Instructions:

- ☐ PDF or Microsoft Word files, and Excel format budget
- ☐ Typed, single-spaced in 12-point font with one-inch margins

All applications must include the following required sections:

1. Cover Page

Please complete all sections of the Cover Page and have it signed and dated by an authorized official from the applicant agency.

2. Program Narrative (Maximum 6 Pages)

Number the pages and mark the narrative *Attachment B*. The narrative is comprised of two sections: a) Statement of the Problem/Needs Assessment and b) Proposed Strategy/Scope of Services.

a) Statement of the Problem/Needs Assessment

This section should describe the problem and the need for the proposed project. Please address the following:

1. The nature and extent of the current youth violence problem and how this has evolved in the past year. Applicants should present relevant and current statistical evidence related to the specific issues for its community and partners, if applicable, and how that data relates to your community's youth violence problem.
2. The target population using specific demographic and other data, where possible.
3. Gaps in services that have been identified through your work with the target population (i.e., lack of programmatic capacity and/or youth that may be falling through the cracks).
4. Trends that have been identified through your collaborative work with the target population (influx in immigrant populations, increase in young women, LGBTQ+ violence).
5. For applicants that received 2026 Shannon CSI funding - describe the following:
 - a. Shannon site activities and collaborations with partners that have addressed your gang/youth violence problem in the past.
 - b. Was there an increased need for specific services, and if so, what were these services?
 - c. Specifically, if your communities experienced a spike in violence, please provide a narrative detailing the communities' response.
 - d. How did the Shannon funded programs respond to spikes in violence?

6. Include any potential Covid restrictions and how they are/will be addressed during the next year.

b) Proposed Strategy/Scope of Services

This section should describe the approach and planned activities for the grant funds that will address the priority problem(s) and gaps in services as identified in the previous section. Applicants must demonstrate a comprehensive, multi-disciplinary approach and, where possible, draw from research and “best practices.”² Please address the following:

1. Identify how your site will identify community resources and potential collaborations that will be utilized to address the gang/youth violence problems and gaps in services identified in the previous section, and which of the following this program addresses and how.
 - ☐ **Social Intervention and Prevention Program**
 - ☐ **Opportunity Provision Program**
 - ☐ **Suppression Program**
 - ☐ **Community Mobilization**
 - ☐ **Organizational Change and Development**
2. Identify and describe the programs and activities your site will implement and the outcomes you wish to achieve with Shannon CSI funds during this grant cycle specifically.
 - I. If your organization is receiving Safe and Successful Youth Initiative (SSYI) funding, how Shannon CSI and SSYI work together to strengthen the community's effort to combat youth violence.
 - II. How resources funded through the Shannon CSI grant will differentiate from other funds received.
 - III. How programming offered through other funding sources interact with, enhance, or complement programming delivered through Shannon CSI.
 - IV. How your site will track participants involved in the program and respective risk levels i.e. Shannon Individual Risk Assessment, alternative risk assessment, etc.
3. Describe the effectiveness of programs and activities funded through Shannon CSI, and how the award will continue, compliment or change the scope of services offered.
4. Provide brief description of how our site could potentially sustain your gang/youth violence strategies programmatically and financially in the future.
5. Support your programs/activities with statistical or other factual information, data from evaluations, or relevant literature. Please provide references whenever possible.

3. Budget Excel Worksheet (Budget Roll Up and Detail), marked *Attachment C*

This section should outline the budget necessary to address your sites gang/youth violence problem and to implement your site's proposed strategy. ***Applicants must submit a twelve (12) month budget even if the program is seasonal or based on the school year.**

Applicants must develop a spreadsheet to document their proposed costs for each category of activity. For each agency and municipality participating in the proposal, estimated costs must be identified.

² For more information on best practices and comprehensive, multi-disciplinary approaches please refer to the Resource Guide developed by EOPSS, available at www.mass.gov/safety/shannon and the DOJ OJJDP Best Practices at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>

Applicants are encouraged to balance the allocation of grant resources across the participating stakeholders. This guidance is intended to encourage a balanced allocation of grant resources among the major areas of activity.

Allowable Cost Categories

- Personnel
- Fringe
- Indirect
- Contracts
- Travel
- Equipment
- Supplies
- Other

Definitions of each budget cost category are provided below.

Allowable Budget Cost Categories	Definitions and Required Documentation for Proposal
Personnel	Full- or part-time regular salaried employees working on the grant.
Fringe	Employer Fringe benefits requested to be paid by this grant, can be based on either: 1) actual known municipality paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above broken out by the benefit category. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project. You may also include employer paid payroll taxes here as a separate cost.
Indirect	- Federally negotiated and approved rate for costs that are not readily assignable to a particular project, but are necessary to the operation, maintenance of the organization and performance of the project. - Include copy of federally approved or organizational rate with the proposal.
Contracts	- Consultant or contractor fees. - 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 requires prior written approval by SPD. - Contracts – a competitive process based on the municipality’s procurement policy should be followed when procuring contracted services - Contract salary, fringe benefit, indirect, travel, and other costs should follow instructions within direct salary, fringe benefit, indirect, travel and other costs.
Travel	- Travel directly related to the purpose of the grant. - In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.62 per mile (per state AGF), as well as the actual costs of tolls and - No grant funds may be spent for out-of-state fees, out of state travel or out of state lodging.
Equipment (Communication, IT, etc.)	Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	General supplies required for project or office (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other	- Direct and/or support service costs relevant to the proposed project that cannot be listed within the personnel, fringe, consultants/contracts, travel category. Please be sure to itemize each cost type and detail as to how the amount budgeted was calculated. - Items such as rent, telephone, reproduction of training materials are considered administration costs and shall not exceed 10% of your award. - No grant funds may be used for incentives/stipends without prior written approval from OGR. - No grant funds may be used for a cash reserve. - No grant funds may be spent on food or beverages.

4. Budget Narrative

A Budget Narrative must also be submitted to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line-item links to the applicant's proposed strategy. Activities and programs referenced in the proposed strategy should be outlined in the budget narrative in order to be considered for funding

Authorizing legislation includes language that indicates that preference will be given to applicants that submit a written match commitment of 25%. If providing match funds, they must align with the allowable costs as outlined above. In order to determine the 25% match, applicants must divide the grant amount requested by three. The resulting figure will equal 25% of the total project cost.

Calculating Match

In order to determine the 25% match, applicants must divide the funding request by three (3). The resulting figure will equal 25% of the total project cost. Example:

If requesting over \$100,000 in funds to support the project, the applicant must provide **an additional** \$33,333 in matching funds ($\$100,000/3 = \$33,333$).

Shannon grant funds = \$100,000.00 (75%)

Match funds= \$33,333.33 (25%)

Total Project Cost = \$133,333.33 (100%)

- Please note, while the match is not a requirement, preference will be given to those who provide a match.

5. Additional Material

Applicants may attach any additional material that may be helpful to reviewers, including but not limited to memoranda of understanding, cooperative agreements, or letters of support to demonstrate collaboration, press clippings or survey results that demonstrate community crime problems, etc.

In addition, applicants **must complete a one-page review** (sample included in this request)

B. Submission Process and Deadline

Complete proposals must be delivered to: Chief Procurement Officer, ONE (1) original hard copy and TWO (2) copies MUST be sent to:

City of Springfield Office of Procurement
Lauren Stabilo; Chief Procurement Officer
lstabilo@springfieldcityhall.com and CT-Dragon@springfieldcityhall.com

36 Court Street, Room 307
Springfield, MA 01103

ONE (1) complete PDF of the proposal must also be emailed to lstabilo@springfieldcityhall.com
No later than 2:00pm (EST) on October 5, 2026.

C. Proposal Review Process

A team of reviewers will qualitatively rate each site applying for funding by evaluating the application for comprehensiveness, appropriateness, feasibility, clarity, effectiveness, innovation, and responsiveness to the goals of the legislative authorization language, and the elements of the OJJDP Comprehensive Gang Strategy. Shannon CSI applications will be evaluated based on the elements below.

1. **Evidence of youth violence and gang problems.** Given that the nature of the problems associated with youth violence and gang problems vary from community to community, each applicant should present evidence related to the specific issues for its community and partners if applicable.
2. **Linkage of problem to the proposed strategy.** Applications will be evaluated based on how effectively the proposed strategy is linked to the identified problems, and whether your programmatic strategy is realistic and attainable.
3. **Level of collaboration.** Applications will be evaluated based on the degree to which the applicant leverages the strengths of partners in the community to reduce youth violence and/or gang problems. The strength of collaboration will be assessed, in part, by the diversity of key project partners, their respective roles and responsibilities, and demonstrated formal partnerships.
4. **Evidence-based practices.** Applications will be evaluated based on the degree to which the proposed strategy reflects evidence-based practices and the recommended approaches from the research and evaluation literature. For more information please refer to the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) *Best Practices to Address Community Gang Problems (Best Practices)*, available at <http://www.ncjrs.gov/pdffiles1/ojjdp/222799.pdf>.
5. **Proposed budget and budget narrative** will be utilized by the reviewers to examine the anticipated effectiveness of how applicants will spend Shannon CSI funds. Grantees will be expected to demonstrate how Shannon CSI funds will be used in collaboration with existing community resources to decrease youth violence and gang problems within their respective communities.

In addition to the above elements, SPD will rely upon neighborhood-based crime data to assess the relative need of applicants to ensure consistent assessment across communities and the quality of

the applications. SPD will also consider the site's previous history with grant compliance and implementation of previous Shannon CSI gang/youth violence reduction strategy.

V. NOTIFICATION OF AWARDS

It is anticipated that grant awards will be announced on or about December 12, 2026.

VI. PROPOSAL CHECKLIST

Proposal Elements and Required Attachments:

A complete proposal including One (1) signed original, Two (2) copies and One (1) PDF emailed to lstabilo@springfieldcityhall.com and CT-Dragon@springfieldcityhall.com

Due By 2:00PM EST, on October 5, 2026.

The Proposal is comprised of:

- ☐ Attachment A – Grant Application Cover Page signed and dated includes all required info:
- ☐ Attachment B – Complete Program Narrative/Scope of Services (max 6 pages)
- ☐ Attachment C – 2026 Complete Shannon Budget Worksheet
- ☐ Attachment D – Budget Narrative
- ☐ Attachment E – Additional Material

Springfield Police Department
Senator Charles E. Shannon Jr.
Community Safety Initiative
Grant Program Application Cover Page

Applicant Name:

Project Name:

Applicant Mailing Address

Street: City: Zip:

Phone: Fax:

Authorizing Official:

Title:

Agency/Organization

Authorizing Official Mailing Address

Street: City: Zip:

Phone: Fax:

Email:

Finance Officer:

Title:

Agency/Organization:

Finance Officer Mailing Address

Street: City: Zip:

Phone: Fax:

Email:

Project Manager:

Title:

Agency/Organization:

Project Manager Mailing Address

Street: City: Zip:

Phone: Fax:

Email:

Proposed Budget Request:

I am pleased to submit this application and the required documents to the Springfield Police Department. I have reviewed and if funded, agree to abide by the sub-grantee requirements indicated in the Request for Proposals (RFP) including all applicable state grant requirements.

Authorizing Official Printed Name:

Title:

Authorizing Official Signature:

(sign in **blue** ink)

Date:

Submit ONE Original hard copy (marked accordingly), One (1) copy of complete Proposal by the application deadline to:

Lauren Stabilo
Chief Procurement Officer
36 Court Street, Room 307
Springfield, MA 01103



ATTACHMENT B.

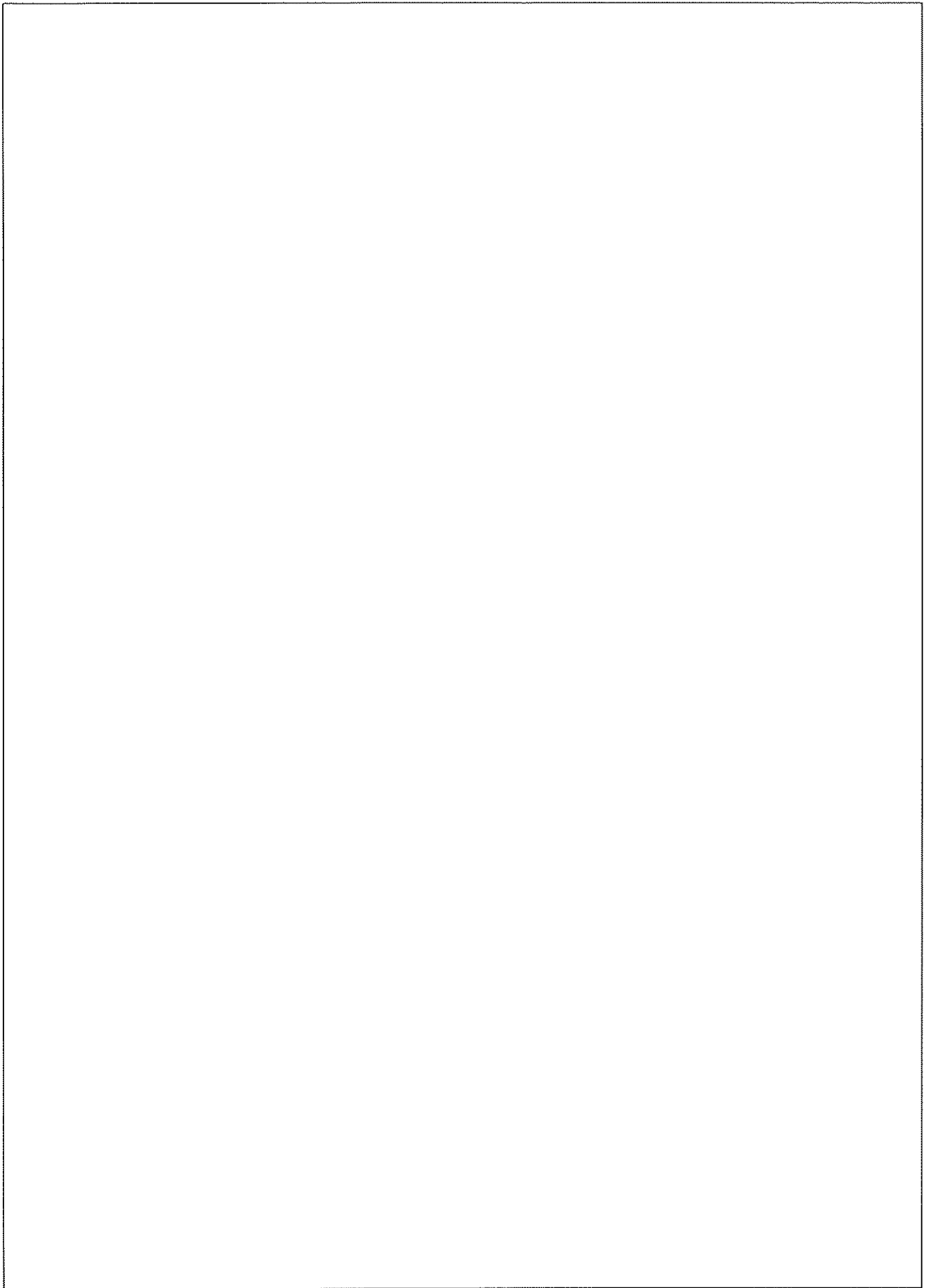
Program Narrative (maximum 6 pages) The narrative is comprised of two sections:

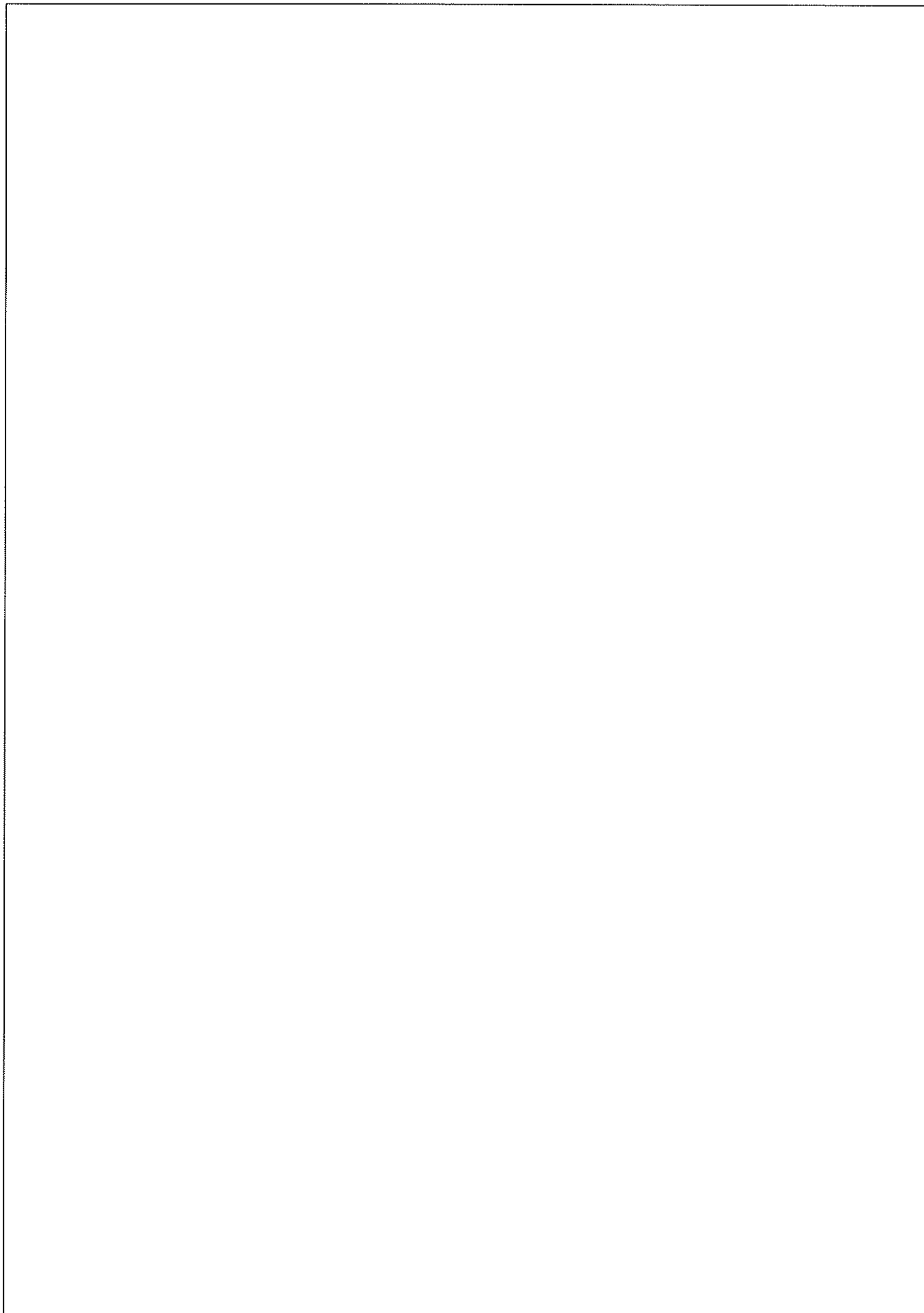
- a) Statement of the Problem/Needs Assessment and
- b) Proposed Strategy/Scope of Services.

STATEMENT OF THE PROBLEM/NEEDS ASSESSMENT:

**This section should describe the problem and the need for the proposed project.
Please address the following: (1500 words – 3pages)**

1. The extent of the current youth violence problem and how this has evolved in the past year. Applicants should present relevant, and current statistical evidence related to the specific issues for its community and partners if applicable and how that data relates to your community's youth violence problem.
2. The target population using specific demographic and other data where possible.
3. Gaps in services that have been identified through your work with the target population (i.e., lack of programmatic capacity and/or youth that may be falling through the cracks).
4. Trends that have been identified through your collaborative work with the target population (influx in immigrant populations, increase in young women, lgbtqia violence).
5. For applicants that received 2025 Shannon CSI funding - describe the following:
 - a. Shannon site activities and collaborations with partners that have addressed your gang/youth violence problem in the past.
 - b. Was there an increased need for specific services, and if so what were these services?
 - c. Specifically, if your communities experienced a spike in violence, please provide a narrative detailing the communities' response.
 - d. How did the Shannon funded programs respond to spikes in violence.

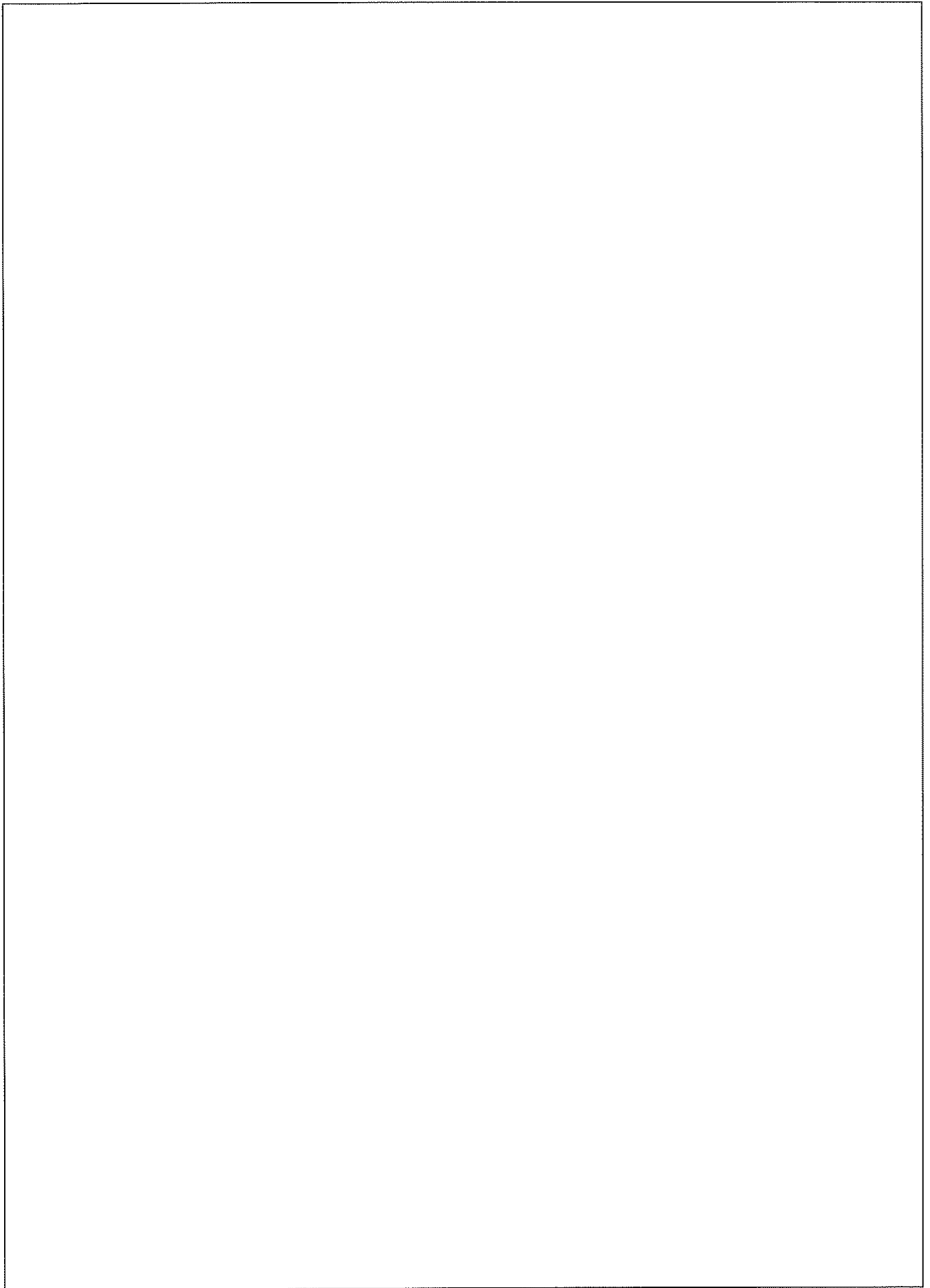


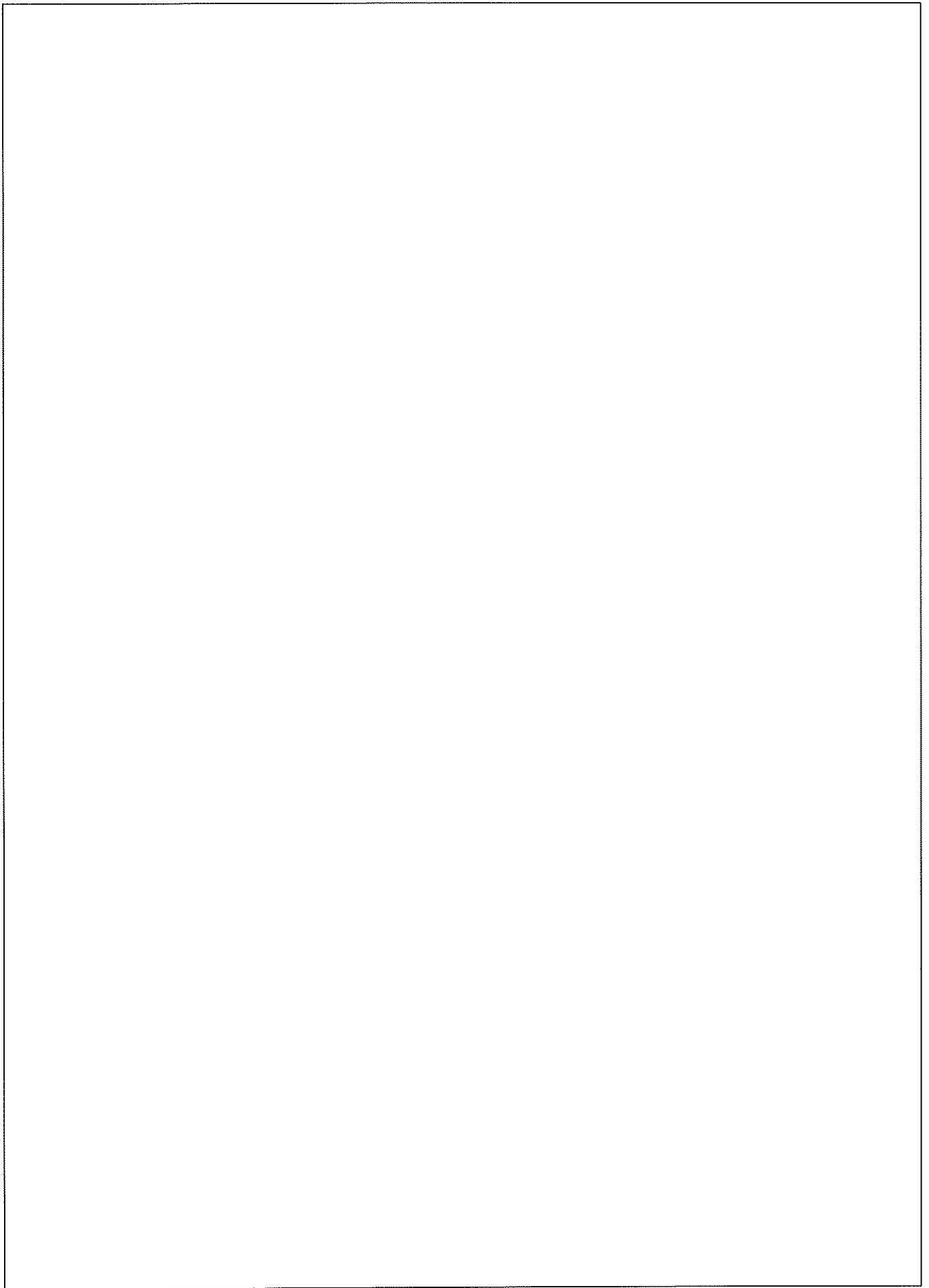


PROPOSED STRATEGY/SCOPE OF SERVICES.

This section should describe the approach and planned activities for the grant funds that will address the priority problem(s) and gaps in services as identified in the previous section. Applicants must demonstrate a comprehensive, multi-disciplinary approach and, where possible, draw from research and “best practices.” Please address the following: (1500 words-3pages)

1. Identify how your site will identify community resources and potential collaborations that will be utilized to address the gang/youth violence problems and gaps in services identified in the previous section, and which of the following this program addresses and how. (Select one)
 - ☐ SOCIAL INTERVENTION AND PREVENTION PROGRAM
 - ☐ OPPORTUNITY PROVISION PROGRAM
 - ☐ SUPPRESSION PROGRAM
 - ☐ COMMUNITY MOBILIZATION
 - ☐ ORGANIZATIONAL CHANGE AND DEVELOPMENT
2. Identify and describe the programs and activities your site will implement and the outcomes you wish to achieve with Shannon CSI funds during this grant cycle specifically.
 - I. If your organization is receiving Safe and Successful Youth Initiative (SSYI) funding, how Shannon CSI and SSYI work together to strengthen the community's effort to combat youth violence.
 - II. How resources funded through the Shannon CSI grant will differentiate from other funds received.
 - III. How programming offered through other funding sources interact with, enhance, or complement programming delivered through Shannon CSI.
 - IV. How your site will track participants involved in the program and their respective risk levels i.e. Shannon Individual Risk Assessments, alternative risk assessments, etc.
3. Describe the effectiveness of programs and activities funded through Shannon CSI, and how the award will continue, compliment or change the scope of services offered.
4. Provide a brief description of how your site could potentially sustain your gang/youth violence strategies programmatically and financially in the future.
5. Support your programs/activities with statistical or other factual information, data from evaluations, or relevant literature. Please provide references whenever possible.





Attachment C - 2027 Shannon CSI Budget Workbook

[illegible]



ATTACHMENT D:

Budget Narrative

A Budget Narrative must also be submitted to provide additional details for budget expenditures. The budget narrative should further indicate how each budget line item links to the applicant's proposed strategy. Activities and programs referenced in the proposed strategy should be outlined in the budget narrative in order to be considered for funding

Authorizing legislation includes language that indicates that preference will be given to applicants that submit a written match commitment of 25%. If providing match funds, they must align with the allowable costs as outlined above. In order to determine the 25% match, applicants must divide the grant amount requested by three. The resulting figure will equal 25% of the total project cost.

Calculating Match

In order to determine the 25% match, applicants must divide the funding request by four (4). The resulting figure will equal 25% of the total project cost. Example:

If requesting over \$80,000.00 in funds to support the project, the applicant must provide **an additional** \$20,000.00 in matching funds ($\$80,000/4 =$).

Shannon grant funds = \$80,000.00 (75%)

Match funds= \$20,000.00 (25%)

Total Project Cost = \$100,000.00 (100%)

SAMPLE

Youth Outreach #1 (Project Coordinator) (\$40,000/yr x 20%)

- Project coordinator will spend 20% of time working with youth identified as Shannon, managing caseload and assigning youth to youth counselors for programming. = \$8,000.00

Youth Counselor #1 (\$30,000/yr x 20%)

- Youth Counselors work with youth closely and manage a caseload of up to 25 young people engaging in direct anti violence work including intervention, substance abuse counseling, HiSet completion, residency, probation compliance, and job training. = \$6,000.00

Youth Counselor #2 (\$26,250/yr x 20%)

- Youth Counselors work with youth closely and manage a caseload of up to 25 young people engaging in direct anti violence work including intervention, substance abuse counseling, HiSet completion, residency, probation compliance, and job training. = \$5,250.00

Youth Counselor #3 (\$26,250/yr x 20%)

- Youth Counselors work with youth closely and manage a caseload of up to 25 young people engaging in direct anti violence work including intervention, substance abuse counseling, HiSet completion, residency, probation compliance, and job training. = \$5,250.00

Staff Fringe (\$24,500.00 * 20%)

- Fringe is 20% for all staff = \$4,900.00

Exam costs (\$400.00 certification charge * 20 youth)

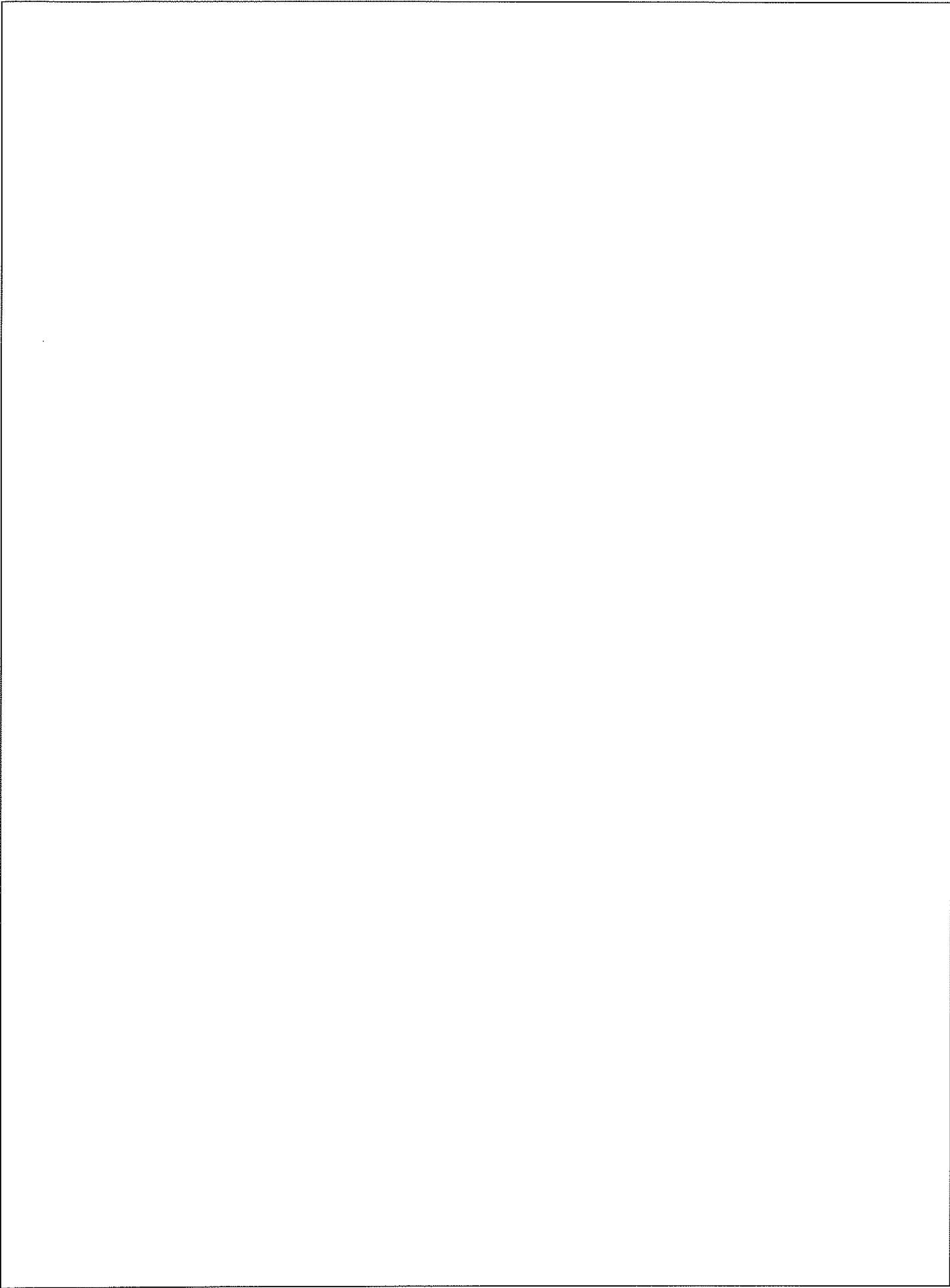
- HiSet costs are \$400 per youth (20) = \$8,000.00

US Uniform and Supply Company (Program supplies, Uniforms for Youth, \$130.00 per youth)

- Uniforms for Culinary program are \$130.00 per youth = \$2,600.00

Springfield Fund for Ending Violence (Foundation Funds received 5/31/2017)

- Match for the program provided by SFEV = \$10,000.00



One Page Review Sample

APPLICANT NAME: Anti Violence Youth Corps
GRANT FUNDING AMOUNT: \$40,000.00
NEIGHBORHOOD SERVING: South End
YOUTH SERVING: 13-18 year old, greater community (all ages)
COLLABORATION: Santander Bank, UMass Springfield, MAPS
STRATEGY: Anti-Violence Youth Corps works within the community of the South End to heal those directly and indirectly affected by violence through a series of neighborhood dialogues, food drives, HiSET training, ESL services, financial literacy programming, and mental health services. Youth Counselors are neighborhood students that are on a social psychology tract through a collaboration with UMASS Springfield that have matriculated and are funded through the AVYC program.

BUDGET NARRATIVE:

Youth Outreach #1 (Project Coordinator) (\$40,000/yr x 20%)	\$8,000.00	
Youth Counselor #1 (\$30,000/yr x 20%)	\$6,000.00	
Youth Counselor #2 (\$26,250/yr x 20%)	\$5,250.00	
Youth Counselor #3 (\$26,250/yr x 20%)	\$5,250.00	
Staff Fringe (\$24,500.00 * 20%)	\$4,900.00	
Exam costs (\$400.00 certification charge * 20 youth)	\$8,000.00	
US Uniform and Supply Company (Program supplies, Member Jackets for Youth, \$130.00 per youth)	\$2,600.00	
Springfield Fund for Ending Violence (Foundation Funds received 5/31/2017)		\$10,000.00
	\$40,000.00	\$10,000.00

City of Springfield, Massachusetts
Office of Procurement

Invitation and Instructions to Bidders

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bid must be submitted in a sealed container and shall be guaranteed for sixty (60) days. Bidder shall not base Proposals on verbal information from any employee of the City. The City reserves the right to reject any or all bids.

Request for Proposals: 2027 Senator Charles E. Shannon Jr. Community Safety Initiative – Availability of Grant Funds (AGF) – Per Bid No. 27-040

For: Springfield Police Department

Opening Date: October 5, 2026 at 2:00 PM (EST)

Submission Requirement Checklist

Bids must be received on or before the due date and **must include the following, signed, & notarized as required. Failure to submit the following may be cause for immediate rejection:**

- _____ (1) Request for Proposal Form (Coversheet), Completed & Signed.
- _____ (2) Submit Cover Page on Agency stationary marked as
Attachment A in bid specifications
- _____ (3) Program Narrative (maximum 6 Pages) mark narrative *Attachment B*
- _____ (4) FY 2025 Budget Roll up and Budget Narrative mark *Attachment C&D*
- _____ (5) Non-Collusion/Fraud Statement Signed
- _____ (6) Tax Certification Affidavit Signed & Notarized
- _____ (7) One (1) Original hard copy (marked accordingly), and Two (2) copies of complete Proposal. One (1) PDF to lstable@springfieldcityhall.com
- _____ (8) Receipt of any addendum if issued
- _____ (9) All other responses required by the bid documents

All bids will be reviewed. Failure to submit documents may result in determination that your bid is non-responsive. Questions regarding the bid must be directed in writing to Carol Teixeira-Dragon, Purchasing Agent CT-Dragon@springfieldcityhall.com and the Chief Procurement Officer(lstable@springfieldcityhall.com) **no later than September 23, 2026 via email.**

COLLUSION OR FRAUD STATEMENT

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

(NAME OF PERSON SIGNING BID)

(SIGNATURE)

(COMPANY)

TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

Individual Social Security Number

State Identification Number

Federal Identification Number

Pursuant to M.G.L. Ch. 62c. sec. 49a.

Company: _____

P.O. Box (if any): _____ Street Address Only: _____

City/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____ Email: _____

List address(es) of all other property owned by company in Springfield: _____

Please identify if the bidder/proposer/contractor is a:

Corporation _____

Individual _____ Name of Individual: _____

Partnership _____ Names of all Partners: _____

Limited Liability Company _____ Names of all Managers: _____

Limited Liability Partnership _____ Names of Partners: _____

Limited Partnership _____ Names of all General Partners: _____

You must complete the following certification and have the signature(s) notarized on the lines below.

TAX CERTIFICATION

I, _____ certify under the pains and penalties of perjury that _____, to my best
(Authorized Agent) (Bidder/Proposer/Contractor)
knowledge and belief, has/have complied with all United States Federal, Commonwealth of Massachusetts, and
City of Springfield taxes required by law.

Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: _____

Notary Public

STATE OF _____, 2026

County of _____, ss.

Then personally appeared before me [name] _____, [title] _____ of [company
name] _____, being duly sworn, and made oath that he/she has read the foregoing document, and knows the
contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act
and deed of [company name] _____.

Notary Public

My commission expires: _____

**YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM
AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS THAT ARE NOT SIGNED AND
NOTARIZED WILL BE REJECTED.**

SAMPLE CONTRACT

CITY CONTRACT NO: _____

AGREEMENT FOR COMMUNITY SAFETY SERVICES

AGREEMENT effective this ____ day of _____, 2025, by and between the **CITY OF SPRINGFIELD**, a municipal corporation within the County of Hampden, Commonwealth of Massachusetts, with its principal offices at 36 Court Street, Springfield, Massachusetts 01103, acting by and through its Police Department, with the approval of the Mayor (hereinafter the "City"), and _____, _____, executive director, a non-profit organization, with offices at _____ (hereinafter "Community Safety Provider").

WHEREAS, the City of Springfield was awarded a "Senator Charles E. Shannon, Jr. Shannon Community Safety Initiative Grant" ("Shannon Grant") from the Commonwealth of Massachusetts Executive Office of Public Safety as part of an initiative to combat gang violence through coordinated programs for suppression, prevention and intervention. These multi-disciplinary suppression, prevention and intervention approaches may include, but are not limited to, law enforcement strategies designed to remove perpetrators of violence from city streets via effective police deployment strategies, crime mapping and focused prosecution, outreach strategies to engage youth in constructive and safe activities, case management strategies to provide a comprehensive array of support services; educational and vocational programs to provide for upward mobility and access to employment opportunities.

WHEREAS, the objectives of the Shannon Grant are to improve the quality of public safety in the City of Springfield; and

WHEREAS, the City of Springfield requires the services of qualified agencies to implement the goals of the Shannon Grant by providing a comprehensive, coordinated and integrated array of strategies and interventions to serve at-risk youth, reduce violent crime, and decrease gang involvement, as further described in the Grant Application, attached hereto as Exhibit A;

WHEREAS, the Community Safety Provider has extensive experience in the field of serving at-risk youth;

WHEREAS, the Community Safety Provider is willing to perform the Scope of Services as set forth herein below for the grant amount awarded by the Executive Office of Public Safety and affirmed by the City of Springfield;

WHEREAS, this Agreement is exempt from the Uniform Procurement Act pursuant to Mass. Gen. Laws ch. 30B, sec. 1(d) in that the Grant involves the expenditure of federal grant funds, the City's Grant Application listed the Community Safety Provider as the Shannon Grant evaluator, and the Community Safety Provider's participation as the evaluator is a requirement of the Grant approval;

NOW THEREFORE, the Parties hereto mutually agree as follows:

I. SCOPE OF SERVICES

A. The Community Safety Provider shall, in a professional and proper manner and using its best efforts, perform in accordance with the terms and conditions of this Agreement, the services as described in the Commonwealth of Massachusetts Executive Office of Public Safety Grant Solicitation, excerpts from which are attached hereto as Exhibit B; in the City's Grant Application, excerpts from which are attached hereto as Exhibit A; and in the Matrix submitted by the Community Safety Provider, which is attached hereto as Exhibit C, which exhibits are incorporated herein by reference. The Community Safety Provider is responsible for ensuring that all services under this Agreement are performed to the City's satisfaction and in compliance with the Grant requirements. The Community Safety Provider's key personnel assigned to this Shannon Grant are identified in the Budget attached as Exhibit D. The Community Safety Provider agrees to not make changes in key personnel working on the Shannon Grant without the City's prior written consent.

B. The Community Safety Provider will complete all requirements set forth in Exhibits A, B, and C in such a manner and within the time periods prescribed by the Grant and the City of Springfield or its designee. The Community Safety Provider shall provide all reports and documents as may be required by the City of Springfield and/or Massachusetts Executive Office of Public Safety.

C. In the performance of this Agreement, the Community Safety Provider shall maintain contact and work closely with the Shannon Grant Project Manager, or his designee. These contact persons will respond to the Community Safety Provider's questions related to the Shannon Grant, and will receive the Community Safety Provider's reports related to the Shannon Grant.

D. Confidentiality: The Community Safety Provider agrees that any and all reports prepared are for the confidential information of the City and the Community Safety Provider shall not disclose any of the same in whole or in part to any person whatsoever or discuss the same with any person whatsoever, other than the City's authorized representatives, except when called upon to do so and when authorized by the City.

E. Ownership of Documents: The Community Safety Provider agrees that the City of Springfield shall have exclusive ownership all data and reports generated in connection with this Agreement.

F. The Community Safety Provider agrees to have a representative attend monthly Community Police Beat Team Sector meetings as scheduled in their Sectors.

G. The Community Safety Provider will submit the pre-approved assessment tool on Every client enrolled in the Shannon program and submit said tool to the Program Coordinator

II. TIME

This Agreement shall have a term of _____ () months, commencing on January 1, 2027 and terminating on December 31, 2027, unless earlier terminated or extended in accordance with this Agreement.

III. COMPENSATION

A. The Community Safety Provider shall be compensated as follows:

1. The Community Safety Provider shall be eligible to receive up to _____ () conditioned upon its satisfactory completion of the terms and conditions of this Agreement;
2. Periodic payments shall be made to the Community Safety Provider upon receipt of monthly Cash Request Forms as set forth herein below; and
3. Community Safety Provider shall indicate any unexpended balance with the final Shannon Grant Cash Request Form for the funded period.

B. Fees Include: All fees set forth in this Article shall include those costs permitted by the Executive Office of Public Safety as set forth in the revised Budget of the Community Safety Provider, which is attached Exhibit D.

C. Cash Request Forms: The Community Safety Provider shall invoice the Springfield Police Department for services rendered under this Agreement on a monthly basis. Each Community Safety Provider shall submit a Cash Request Form, as authorized by the Springfield Police Department and shall state the date, and time of their services rendered, and must be approved by the Shannon Grant Project Manager or his designee. Supporting documentation outlining the nature of the services rendered shall be kept on site by the Community Safety Provider and will be provided to the Shannon Grant Project Manager or his designee upon request. The City shall compensate the Community Safety Provider after submission of Cash Request Forms that are proper in form and execution has been provided to the satisfaction of the Shannon Grant Project Manager. Payment will be made subsequent to processing by the City Comptroller and the City Treasurer.

D. Policy Documents Incorporated into this Agreement: The Documents and forms attached as Exhibit E hereto shall be considered as a manual of "Policies and Procedures" relative to the administration of Shannon Grant Initiative as of the date of this Agreement and such documents, or in any revised forms, shall be incorporated in and made a part of this Agreement by specific reference as though fully set forth, and the Community Service Provider agrees to fully comply with all elements of said Policies and Procedures Manual.

E. Maximum Liability: The City shall not be liable for any services, expenses, or costs in connection with this Agreement in excess of the amount currently appropriated therefore under this agreement or any amendments hereto.

- F. Independent Contractor: The Community Safety Provider is an independent contractor as such any taxes and other requirements of federal, state and local governmental bodies including worker's compensation and disability insurance if and to the extent required by law, shall be his sole responsibility.

IV. RECORDS

- A. The records of the Community Safety Provider insofar as they relate to this Agreement shall be kept on a generally recognized accounting basis. The City or any of its duly authorized representatives or agents shall have immediate access to any books, documents, papers and records of the Community Safety Provider which are pertinent to this Agreement for the purposes of making audit, examination, excerpts, copies and transcriptions, at no cost to the City.
- B. The Community Safety Provider shall retain all records and accounts, including financial records, for seven (7) years after the expiration of this Agreement, and upon termination or expiration of this Agreement, shall turn all such records over to the City.

V. TERMINATION

- A. If through any cause the Community Safety Provider fails to timely and properly observe and comply with any of its obligations under this Agreement, the City shall have the right to terminate this Agreement by giving fourteen (14) days written notice of termination to the Community Safety Provider signed by the Mayor of the City of Springfield, or the Police Commissioner of the Springfield, or their respective designees. Upon termination of the Agreement, the City shall pay the Community Safety Provider for satisfactory services rendered up to the date of termination.
- B. The City reserves the right to terminate this Agreement for convenience upon 30 days written notice to the Community Safety Provider signed by the Mayor of the City of Springfield, or the Police Commissioner of the Springfield, or their respective designees. Upon termination for convenience, the City shall pay the Community Safety Provider for satisfactory services rendered up to the date of termination.
- C. In the event of termination and/or expiration of this Agreement the Community Safety Provider shall return all originals of documents, data, papers, and studies provided by the City and shall provide reports prepared by the Community Safety Provider for the Shannon Grant to the Project Manager, Earl Harrington, within five (5) business days.

VI. SUCCESSORS AND ASSIGNS

The Community Safety Provider shall not assign or transfer its respective interests in this Agreement.

VII. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the Community Safety Provider agrees as follows:

- A. In the performance of this Agreement, the Community Safety Provider will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, disability, family status or national origin. The Community Safety Provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, sexual orientation, disability, family status or national origin.
- B. The Community Safety Provider shall, in all solicitations, or advertisements for employees placed by or on behalf of the City, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, disability, family status or national origin.
- C. In the event of the Community Safety Provider's non-compliance with the non-discrimination clauses of this Agreement, this contract may be canceled, terminated or suspended in whole or in part, and the Community Safety Provider may be declared ineligible for further City contracts.

VIII. CONFLICT OF INTEREST

- A. The Community Safety Provider covenants that he has no interest, nor shall he acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder.
- C. No member, officer or employee of the City, or its designees or agents, no member of the governing body of the City, and no other public official of the City who exercises any functions or responsibilities with respect to the performance of this Agreement, during his or her tenure, shall have any interest, direct or indirect, in this contract, or proceeds thereof, for the work to be performed under this Agreement in violation of the provisions of Chapter 268A of the General Laws.

IX. COMPLIANCE WITH ETHICS LAWS REQUIREMENTS

The Consultant agrees to comply with all applicable provisions of the recent amendments to Mass. Gen. Laws ch. 268A, as amended by Chapter 20 of the Acts of 2009 ("Act"), which took effect on September 29, 2009. To the extent that certain of its employees providing services to the City may be considered "municipal employees" or "special municipal employees" under Mass. Gen. Laws ch. 268A, sec. 1(g) or 1(n), these employees may be required to complete and provide certification of compliance with the new State Ethics Commission online training requirements, on or before the deadlines set by the state, currently set for April 2, 2010. Information concerning these requirements is available on the State Ethics Commission website (www.mass.gov/ethics), or by calling the Commission's Legal Division at 617-371-9500.

X. APPLICABLE LAW AND EXCLUSIVE FORUM

The laws of the Commonwealth of Massachusetts shall govern the validity, interpretation, construction and performance of this Agreement. The sole and exclusive forum for the resolution of any question of law or fact arising out of this Agreement, to be determined in any judicial proceeding, shall be the Superior Court of Hampden County, or the United States District Court for the Western District of Massachusetts, sitting in Springfield, Massachusetts. It is the express intention of the parties that all legal actions and proceedings related to this Agreement or the rights or relationship of the parties arising there from shall be solely and exclusively brought and heard in said Courts.

XI. COMPLIANCE WITH LAWS

The Community Safety Provider shall comply in every respect with all applicable state and federal laws, orders, regulations and rules, and local ordinances, and particularly those related to municipal government, finance and otherwise, in the exercise and performance of the powers and duties of Collector/Treasurer under this Agreement.

XII. NOTICES

Notices to the parties under this Agreement shall be sent to the following addresses unless that party specifically requests that notices be sent to a different person or address.

To the Community Safety Provider: _____

To the City: Mayor Domenic Sarno
City of Springfield
36 Court Street
Springfield, MA 01103

With a copy to: Stephen Buoniconti, Esq.
City Solicitor
City of Springfield Law Department
36 Court Street, Room 210
Springfield, MA 01103

and

Office of Management and Budget
Shannon Grant Project Manager
36 Court Street – Room 405
Springfield, MA 01103

XIV. ENTIRE AGREEMENT

This Agreement represents the entire and integrated Agreement between the City and the Community Safety Provider, and supersedes all prior negotiations, representations or agreements, either oral or written. This Agreement may be amended only by written instrument signed by the parties hereto.

IN WITNESS WHEREOF, the City of Springfield, acting by and through the Police Department, and the Mayor, and _____ as the Community Safety Provider, have executed this Agreement as a sealed instrument on the day and year the same is signed by all parties hereto, on the last date noted below.

COMMUNITY SAFETY PROVIDER

CITY OF SPRINGFIELD

By: _____

Domenic J. Sarno, Mayor
Date Signed: _____

Lawrence E. Akers, Police Commissioner
Springfield Police Department

Approved as to Appropriation:

Approved as to Form:

Comptroller

City Solicitor
City of Springfield

Reviewed:

Chief Administrative and Financial Officer

Exhibit E

Springfield Shannon Grant Initiative

The Springfield Shannon Grant Initiative is a collaborative network of community-based organizations, faith-based organizations, service agencies, and community members dedicated to building and sustaining safe, productive and peaceful communities. The Springfield Shannon Grant Initiative intends to develop and implement strategies, programs and public policies that will address the root causes of violence in our communities and promote peace, social justice and equity. Using a comprehensive systems approach to change, the collaborative will work with the stakeholders at all levels of city and community life.

I have read and understand the following and agree to all terms and conditions.

Please initial next to each item that you have reviewed.

- Memorandum of Understanding_____
- Contract agreement _____
- Sub-grantee general conditions:
 - Monthly Financial Reports/Amended Financial Report_____
 - Non-Supplanting_____
 - Springfield Shannon Grant Initiative By-Laws_____
 - General sub-grant conditions attachment_____
 - Participant'/parent-caretaker Agreement & Release Information_____
 - Procurement Policy_____
- Sub-grantee special conditions
 - Critical Incident report/Diffusion report_____
 - Quarterly Evaluation Follow-up (see narrative and budget revision)
- Mandatory monthly submittal of client data:
 - Client Intake Forms _____
 - Client Risk Assessment Forms_____
 - Client Service Delivery Log_____
 - Monthly Programmatic Progress Reports_____
 - Critical Incident Form_____

Please retain a copy for future reference.

Sub-grantee Director

Date

Springfield Police Department

130 Pearl Street, Springfield, MA 01103
Phone: 413-000-0000 Fax: 413-000-0000

Domenic Sarno

Mayor

Lawrence E. Akers

Police Commissioner

Shannon Grant Sub grantee Contract Agreement: 2027

AGENCY NAME will begin: __January 1st, 2027 until __December 31, 2027

Salaries can be paid until December 31, 2027

Total Budget awarded for a _____ () week period is **\$ Grant Amount** which your total grant expenditures cannot exceed.

This budget does not include Fringe benefits and there is a non-supplanting clause.

All equipment, incentives, items, and supplies, etc. must be ordered by the Month before contract end, November 1, 2027, so the money will be expended by December 31, 2027.

You are required to provide a monthly electronic programmatic client intake, risk assessment, client outcome, data collection, permission release and a financial report on the first of each month. If your reports are not received on the first, you will have to wait for the next billing cycle to receive reimbursement. All reimbursements for supplies and/or materials must be accompanied with an original receipt(s).

Name of Agency

By: _____
Signature

Typed or Printed Name

Title: Executive Director

Date:

Deputy Chief:

Director:

Date:

Springfield Shannon Grant Initiative

By- Laws

Section 1: Name

Springfield Shannon Grant Initiative

<i>Section 2: Mission, Vision</i>

1. **Mission:**

The Springfield Shannon Grant Initiative is a network of community-based organizations, service agencies, and community members dedicated to building and sustaining safe, productive and peaceful communities. The participants in this collaborative initiative intend to develop and implement strategies, programs and public policies that will address the root causes of violence in our communities and promote peace, social justice and equity. Using a comprehensive systems approach to change, the collaborative will work with the stakeholders at all levels of city and community life. The Springfield Shannon Grant Initiative will bring together the provider community, the private sector, foundations, law enforcement, public safety and Springfield residents to develop a partnership through advocacy, education, collaboration, and support of best practice principles to effectively address gang violence.

2. **Vision:**

Our vision is to coordinate programs for prevention, intervention, suppression and reentry that will improve the quality of life in our community. We seek to reduce gang related crime and youth violence in Springfield with quality anti-gang effective practices using multi-disciplinary comprehensive approaches that meet the needs of a diverse population and successfully incorporating sustainability that will provide the affected youth with successful follow-up and measurement tools.

Section 3: Affiliations

Affiliates in the Springfield Shannon Grant Initiative shall consist of interested citizens, parents, students, teachers, business persons, school department personnel, elected officials, youth organizations, police personnel, municipal government employees, persons or groups who share the common purpose of eliminating and preventing gang violence in Springfield and surrounding communities.

Section 4: Steering Committee

Role:

The Executive Committee of the Springfield Shannon Grant Initiative works to ensure compliance with the core requirements of the Charles E. Shannon Jr. Safety Initiative goals, and provide recommendations to the collaborative on referrals, services, and funding sources that directly affect the identified audience we work with.

1. The Steering Committee shall meet monthly and be responsible for duties listed below.
 - Attendance:
Steering Committee Members shall be required to attend all meetings as scheduled. Any member who misses three (3) meetings without notifying the respective persons; Deputy Chief or Springfield Police Department Project Manager; and without reasonable cause is automatically removed from office. A majority of the Steering Committee shall constitute a quorum at all duly called meetings.

Agenda

- Reading and approval of the minutes of the previous meeting
- Old/Unfinished business
- New business
- Announcements
- Discussion/Comments
- Adjourn

The Steering Committee serves as advisory to the mayor and local law enforcement agencies.

The Executive Committee members are suggested or recommended by the chair and shall serve for a term of one year and may be reappointed. Membership consists of interested citizens, parents, students, teachers, business persons, school department personnel, elected officials, youth organizations, police personnel, municipal government employees, or other persons or groups who share the common purpose of eliminating and preventing gang violence in New Bedford and surrounding communities.

Section 5: General Monthly and Special Meetings

The General Meeting

1. The Springfield Shannon Grant Initiative shall hold ten (10) monthly meetings. These meetings are scheduled on the ____ Thursday of each month in the community room at ----- School.

Special Meeting

2. The Deputy Chief and/or Project Manager can call a special meeting at any time with a twenty-four (24) notice. Time and place of the meeting and of the proposed business will be identified at time of notification.

Section 6: Compensation

No affiliate of the Springfield Shannon Grant Initiative shall receive any compensation for his or her services, nor any bonus or share of any funds held by the Springfield Shannon Grant Initiative. This provision shall not prevent payment to a member of the Springfield Shannon Grant Initiative for other services actually performed by such an affiliate for the collaboration.