

Appendix B - 2022 Community Mitigation Applications: How to Apply

Applications must be sent to www.commbuys.com. The COMMBUYS bid number is **BD-22-1068-1068C-1068L- 68403**. If applicants have any trouble locating this in COMMBUYS under the bid number, applicants should search by the agency name, Massachusetts Gaming Commission.

An application received by COMMBUYS by January 31, 2022 will meet the application deadline. *Applicants that are not part of the COMMBUYS system should contact Mary Thurlow of the Commission's Community Affairs Division well in advance of the January 31, 2022 deadline to make arrangements for submission of the application by the deadline.* Mary Thurlow can be contacted at 617-979-8420 or at mary.thurlow@massgaming.gov.

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or during normal business hours (8am - 5pm ET Monday - Friday) at 1-888-627-8283 or 617-720-3197.

TYPES OF GRANTS AVAILABLE:

Appendix C - 2022 Specific Impact Application

Appendix D - 2022 Transportation Planning Application

Appendix E - 2022 Workforce Development Application

Appendix F – 2022 Community Planning Application

Appendix G - 2022 Tribal Gaming Technical Assistance Application

Appendix H - 2022 Transportation Construction Application

Appendix I – 2022 Public Safety Application

Instructions For Filing of 2022 Community Mitigation Fund Grant Applications

An application must be received by January 31, 2022 to meet the application deadline. Please fill out the entire application form. Please use the fill-in boxes provided. Please attach any other information. Attached are specific instructions for the following category of grants: Specific Impact, Transportation Planning, Workforce Development, Community Planning and Transportation Construction.

Applications should be sent to: www.commbuys.com. The COMMBUYS bid number is **BD-22-1068-1068C-1068L-68403**. If you have any questions regarding COMMBUYS, please contact COMMBUYS Help Desk assistance at 1-888-627-8283 or COMMBUYS@state.ma.us.

Any questions contact: Joseph Delaney, Chief of Community Affairs, Massachusetts Gaming Commission, 101 Federal Street, 12th Floor, Boston, MA 02110 (617) 721-9198 or Joseph.Delaney@massgaming.gov.



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COMMUNITY
MITIGATION
FUND

Specific Impact Grant Instructions

Please note the following limitations and special conditions on Specific Impact Grants.

- Each Community may apply for Specific Impact Grant. Communities may submit more than one application. However, the total of all applications should not exceed \$500,000 unless a waiver is being requested.
- The maximum amount of any Specific Impact Grant is \$500,000 unless a waiver is granted by the Commission (see section 3.5 of the 2022 Community Mitigation Fund Guidelines for details on waivers).
- If more than one agency within a community is applying for a Specific Impact Grant, the application should be submitted by the community and not the individual agency.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code for your municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

Specific Impact Grant Instructions

3. Proposed Use of Specific Impact Grant Funds

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2022 Community Mitigation Fund Guidelines for the waiver process. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. Describe how the funds are proposed to be used. This section should provide a detailed discussion of the project scope and budget as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is and what the outcomes of the project are.
- c. Provide documentation that ensures that the funds will be used for the cost of mitigating the impact of a gaming establishment. For instance, the application should include any invoices or estimates that would quantify the costs associated with the impact. These should fully describe the costs of the identified impact. Or if the project is to provide funds for public safety personnel costs, the applicant must submit detailed hourly estimates for those personnel costs.
- d. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.
- e. Please describe how you plan to measure the effectiveness of the project in mitigating the impact.

4. Relevant Excerpts from Host or Surrounding Community Agreements

- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
- b. Please explain how the impact was anticipated, or not anticipated in that agreement.

5. Internal Controls/Administration of Funds – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.

6. Certification by Municipality/Governmental Entity – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.

Transportation Planning Grant Instructions

Please note the following limitations and special conditions on Transportation Planning Grants.

- The maximum amount of any Transportation Planning Grant is \$200,000.
- The Commission will not provide funding for any municipal employee for more than two years and will not pay the full cost of any municipal employee. Please see section 2.4 of the 2022 CMF Guidelines for additional detail.
- Transportation Planning grants may be submitted as a joint application between more than one community which are also eligible for a Regional Planning Incentive Award. Please see section 1.5 of the 2022 CMF Guidelines for additional detail.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code for your municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

Transportation Planning Grant Instructions

3. Proposed Use of Transportation Planning Funds

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2022 Community Mitigation Fund Guidelines for the waiver process. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. Describe how the funds are proposed to be used. This section should provide a detailed discussion of the project scope and budget as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is and what the outcomes of the project are.
- c. Provide documentation that ensures that the funds will be used for the cost of mitigating the impact of a gaming establishment. For instance, the application should include any invoices or estimates that would quantify the costs associated with the impact. These should fully describe the costs of the identified impact.
- d. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.
- e. Please describe how you plan to measure the effectiveness of the project in mitigating the impact.
- f. If this application is for a joint grant request, please provide the amount requested by each community for the joint request as well as any Regional Planning Incentive Award requested. Additional detail should be provided for the use of the Incentive Award. Please see Section 1.5 of the 2022 CMF Guidelines for additional detail regarding joint applications.

4. Consultation with MassDOT/Regional Planning Agency

- a. For roadway and transit projects, the applicant should consult with MassDOT to obtain their input on the project and determine if there are any opportunities for more regional planning activities. The results of this consultation should be included in this section of the application.
- b. For all types of transportation planning projects, the applicant should consult with the appropriate regional planning agency to obtain input on the project and identify opportunities for regional efforts. The results of this consultation should be included in this section of the application.

5. Matching Funds from Governmental or Other Entity

- a. Please identify any sources of matching funding that will be provided by the community or other governmental entity. This is particularly important if the applicant is requesting funding for personnel costs.
- b. Please identify any other contributions by the community such as in-kind services that would count towards a community's match.

6. Relevant Excerpts from Host or Surrounding Community Agreements and Massachusetts Environmental Policy Act (MEPA) Decision

Transportation Planning Grant Instructions

- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
 - b. The CMF cannot fund projects that were required to be completed by the licensee or that were subject to any agreements between the licensee and the applicant. Please demonstrate that the proposed project is not part of any such agreement or regulatory requirement.
 - c. Please provide any relevant sections from the MEPA certificate on the casino project or comments submitted to MEPA by the applicant that relate to the proposed Transportation Planning project.
 - d. Please explain how the identified transportation impact was addressed, or not addressed, by the MEPA decision.
 - e. If MEPA did not require mitigation for the transportation impact, provide justification why CMF funding should be used to plan for mitigation. For example, a community could provide information if the significance of impacts of trip generation totals exceed projected estimates.
- 7. Internal Controls/Administration of Funds** – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.
- 8. Certification by Municipality/Governmental Entity** – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.

Workforce Development Grant Instructions

Please note the following limitations and special conditions on Workforce Development Grants.

- One award for Workforce Development will be granted in each region of a category one licensee.
- The maximum amount of a Workforce Grant is \$500,000.

Application Instructions

Please be sure to complete ALL information requested and answer all questions within the intended boxes on the application. Refrain from using references such as “See 2b for more information,” even if information seems like a duplication.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code or ISA Code for your entity/municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must then be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. This could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of data. Please append relevant sections of the documentation with your application.

Workforce Development Grant Instructions

- c. Please elaborate on the significant indicators or statistics that justify the need, and the level of the workforce need. Please remember it must be related to the operation of a gaming establishment.
- d. Please describe how the proposed project will address the impact identified in this section.

3. Scope/ Proposed Use of Workforce Development Grant Funds

- a. Please specify the amount of funding being requested. Be aware of the funding limits for the category. Provide a general overview of the project/program proposal in a way that summarizes the program clearly for the grant reviewer. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. In this section, please describe in more detail how the funds are proposed to be used. This section should provide a detailed discussion of the project scope, the goals of the proposal, various components of the programming, as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is, who it will benefit, how it will be implemented, and what are the outcomes of the project.
- c. Provide details regarding the specific metrics and deliverables for this proposal. Examples include how many individuals will be served, hours of coursework, number of certifications/graduates estimated, projected program outcomes, where programming will be located, what populations will be served, etc.
- d. This section should provide information about meetings and conversations had with the licensee about the proposed mitigation proposal, as well as any other host/surrounding community, industry organization or entity related to the programming. The intent is to demonstrate licensee and community support for the proposal, further supporting the need specified and/or the connection to the gaming establishment.
- e. Please provide a detailed breakout of the budget for the proposal.
- f. In this section, please include supporting documentation that shows how you arrived at the funding request, and information that ensures the commission that the funds will be used as proposed.

4. Collaborative Partners

- a. In this section, please include a list of collaborative partners and/or subgrantees. Define the role of each entity.
- b. If matching funds, program supports or other leveraged resources will be provided by any partners, please provide the amounts and the purpose for the support.
- c. This section should include information about the intended outreach plan for the proposal.

Workforce Development Grant Instructions

5. Measurement of Impact

- a. Provide detail about how the proposed program/project will be measured to track progress and determine effectiveness, including what data will be provided and how it will be obtained/reported.

6. Internal Controls/Administration of Funds -This section should address the administration of the funds, what internal controls are in place to ensure the funding will only be used to address the intended impact and reporting measures. Be sure to address any non-governmental entities that may be receiving funds.

7. Certification by Municipality/Governmental Entity – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.

Community Planning Grant Instructions

Please note the following limitations and special conditions on Community Planning Grants.

- The maximum amount of any Community Planning Grant is \$100,000.
- The Commission will not provide funding for any municipal employee for more than two years and will not pay the full cost of any municipal employee. Please see section 2.4 of the 2022 CMF Guidelines for additional detail.
- Community Planning grants may be submitted as a joint application between more than one community, which are also eligible for a Regional Planning Incentive Award. Please see section 1.5 of the 2022 CMF Guidelines for additional detail.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code for your municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment in order for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

Community Planning Grant Instructions

3. Proposed Use of Community Planning Grant Funds

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2022 Community Mitigation Fund Guidelines for the waiver process. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. Describe how the funds are proposed to be used. This section should provide a detailed discussion of the project scope and budget as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is and what the outcomes of the project are.
- c. Provide documentation that ensures that the funds will be used for the cost of mitigating the impact of a gaming establishment. For instance, the application should include any invoices or estimates that would quantify the costs associated with the impact. These should fully describe the costs of the identified impact.
- d. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.
- e. If this application is for a joint grant request, please provide the amount requested by each community for the joint request as well as any Regional Planning Incentive Award requested. Addition detail should be provided for the use of the Incentive Award. Please see Section 1.5 of the 2022 CMF Guidelines for additional detail regarding joint applications.

4. Consultation with Regional Planning Agency/Nearby Communities

- a. For all Community Planning Applications, the applicant should consult with the appropriate regional planning agency to obtain input on the project and identify opportunities for regional efforts. The results of this consultation should be included in this section of the application.

5. Matching Funds from Governmental or Other Entity

- a. Please identify any sources of matching funding that will be provided by the community or other governmental entity. This is particularly important if the applicant is requesting funding for personnel costs.
- b. Please identify any other contributions by the community such as in-kind services that would count towards a community's match.

6. Relevant Excerpts from Host or Surrounding Community Agreements and Massachusetts Environmental Policy Act (MEPA) Decision

- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
- b. Please provide any relevant sections from the MEPA certificate on the casino project or comments submitted to MEPA by the applicant that relate to the proposed Community Planning project.
- c. Please explain how the identified impact was addressed, or not addressed, by the MEPA decision.

Community Planning Grant Instructions

- d. If MEPA did not require mitigation for the identified impact, provide justification why CMF funding should be used to plan for mitigation.
- 7. Internal Controls/Administration of Funds** – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.
- 8. Certification by Municipality/Governmental Entity** – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.

Transportation Construction Grant Instructions

Please note the following limitations and special conditions on Transportation Construction Grants.

- The maximum amount of any Transportation Construction Grant is \$1,500,000 unless a waiver is granted by the Commission (see section 3.5 of the 2021 Community Mitigation Fund Guidelines for details on waivers).
- The Community Mitigation Fund will only fund up to 1/3 of the project cost unless a waiver is granted by the Commission. Remaining costs must come from other federal, state or local sources of funding.
- Project construction must commence by June 30, 2023.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code for your municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

3. Proposed Use of Transportation Construction Grant Funds

- a. Please provide a narrative description of project, providing sufficient detail for the review team to understand the scope of work and what the outcomes of the project are. Please attach any

Transportation Construction Grant Instructions

plans that been developed for the project or other supplementary materials that may be available to fully understand the scope of work.

- b. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.

4. Budget and Timeline

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2021 Community Mitigation Fund Guidelines for the waiver process. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. Please provide a detailed budget for the project. This should include a breakdown of any preliminary or final cost estimates. Please provide as much detail as possible so the review team can evaluate the costs associated with the project.
- c. Please provide a breakdown of the sources of funds for the project. Please note that the CMF will only fund up to 1/3 of the project costs, with a maximum grant of \$1,500,000.
- d. Please describe how the community will finance the project. Please provide a commitment letter or other documentation that demonstrates that funding is available for the project.
- e. Please include a project schedule. This schedule should have sufficient detail for the review team to determine that the community will have secured full funding for the project and that the project construction will commence by June 30, 2023.

5. Measurement of Impact

- a. Please describe how you plan to measure the effectiveness of the project in mitigating the identified impact.

6. Consultation with MassDOT/Regional Transit Agency/Regional Planning Agency and Nearby Communities

- a. For all Transportation Construction Applications, the applicant should consult with MassDOT and the appropriate regional planning agency to obtain input on the project and identify opportunities for regional efforts. The results of this consultation should be included in this section of the application.

7. Relevant Excerpts from Host or Surrounding Community Agreements

- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
- b. Please explain how the impact was anticipated, or not anticipated in that agreement.

8. Internal Controls/Administration of Funds – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.

9. Certification by Municipality/Governmental Entity – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.



Public Safety Grant Instructions

Please note the following limitations and special conditions on Public Safety Grants.

- Public Safety Grants Applications may be submitted for public safety operational costs, which also may include specific training related to gaming facility issues. To receive a Public Safety Grant for public safety an applicant must demonstrate three specific things (1) that the grant addresses an issue caused by the casino, (2) the impact is not addressed in the host or surrounding community agreement and (3) the funding will supplement and not supplant historical operational funding.
- The maximum amount of any Public Safety Grant is \$200,000 unless a waiver is granted by the Commission (see section 3.5 of the 2022 Community Mitigation Fund Guidelines for details on waivers).
- If more than one agency within a community is applying for a Public Safety Grant, the application should be submitted by the community and not the individual agency.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Please enter the Vendor Code for your municipality.
- c. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- d. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- e. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- f. Please provide the telephone number and e-mail address for the primary contact person.
- g. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

Public Safety Grant Instructions

- d. Please provide information demonstrating that the requested funds are supplementing and not supplanting historic operations funding.

3. Proposed Use of Public Safety Grants

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2022 Community Mitigation Fund Guidelines for the waiver process. **In determining the funding request, please round up to the nearest hundred dollars.**
- b. Describe how the funds are proposed to be used. This section should provide a detailed discussion of the project scope and budget as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is and what the outcomes of the project are.
- c. Provide documentation that ensures that the funds will be used for the cost of mitigating the impact of a gaming establishment. For instance, the application should include any invoices or estimates that would quantify the costs associated with the impact. These should fully describe the costs of the identified impact. Or if the project is to provide funds for public safety personnel costs, the applicant must submit detailed hourly estimates for those personnel costs.
- d. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.
- e. Please describe how you plan to measure the effectiveness of the project in mitigating the impact.

4. Relevant Excerpts from Host or Surrounding Community Agreements

- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
- b. Please explain how the impact was anticipated, or not anticipated in that agreement.

5. Internal Controls/Administration of Funds – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.

6. Certification by Municipality/Governmental Entity – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.