

Commonwealth of Massachusetts
Office of Grants & Research
Highway Safety Division



Notice of Availability of Grant Funds (AGF)
FFY 2027 Community Traffic Safety Grant Program

Posted: May 8, 2026

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Gina K. Kwon
Secretary

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Executive Director

1. Introduction

The Office of Grants and Research (OGR) is the State Administering Agency for traffic safety grants awarded by the National Highway Traffic Safety Administration (NHTSA) to reduce roadway crashes, injuries, fatalities, and associated economic losses in Massachusetts.

Through this **competitive** opportunity, OGR is pleased to make approximately **\$500,000** available in grant funds for Massachusetts nonprofit 501(c)(3) organizations to implement community-based traffic safety programs. Projects must be data-informed and designed to reduce motor vehicle crashes, fatalities, injuries, and associated economic loss.

Applicants are strongly encouraged to review the guidance provided throughout this AGF prior to beginning an application. Please take note of the following before you apply:

- Confirm your organization meets all eligibility requirements.
- Begin or verify active registration in SAM.gov (this process may take up to 4 weeks).
- Proposals must identify a specific traffic safety problem using local data.
- Review and determine which priority area(s) best align with your project.
- Define specific, measurable, and realistic goals and objectives, including how success will be evaluated.
- OGR encourages applicants to form community partnerships to strengthen project delivery. If planning to partner with third-party organizations, reach out to potential partners prior to including them in your application. Partnerships, if applicable, will be evaluated as part of the application scoring criteria.

2. Purpose

Every year, traffic crashes claim lives and cause serious injuries on Massachusetts roads. From 2019 to 2023, the Commonwealth reported 1,870 motor vehicle-related fatalities and 13,877 serious injuries – an average of at least one death and seven serious injuries every single day.

The purpose of this opportunity is to improve road safety across Massachusetts by supporting traffic safety projects and educational programming. OGR encourages all interested applicants to align proposed activities with the long-term objective of reducing roadway fatalities and serious injuries to zero.

3. Key Dates

Key Task	Date
AGF Posted:	May 8, 2026
Deadline for Q&A Submission:	May 29, 2026 at 4:00PM
Application Due:	June 12, 2026 at 4:00PM
Award Announcements:	October 2026 (Tentative)
Performance Period:	October 1, 2026 – September 30, 2027 (Tentative)

All questions regarding this AGF must be submitted by email to Taylor.Keown@mass.gov on or before **May 29, 2026**. Questions received by phone and after the deadline will not be accepted. Responses will be posted on the [Community Traffic Safety Grant Program](#) page of OGR's website.

4. Funding Overview

OGR is pleased to make approximately **\$500,000** available in grant funds for Massachusetts nonprofit 501(c)(3) organizations. OGR reserves the right to adjust or modify the amount of funding being made available through this process as all awards are contingent upon receipt and subject to the availability of federal funds appropriated by NHTSA.

This is a competitive opportunity – with maximum award amounts of **\$75,000**. OGR reserves the right to grant full, partial, or no funding, with the number of awards based on the merit and scope of submitted applications.

Proposals selected for FFY27 funding may also qualify for one additional year of continuation funding in FFY28. Selection for funding through this AGF process does not guarantee any financial commitment or specific award amount to a subrecipient beyond the designated performance period. Eligibility for continuation funding will depend on the availability of federal funds appropriated by NHTSA, the subrecipient's successful completion of deliverables, submission of a relevant and approved proposal under a future AGF, and continued compliance with all applicable state and federal requirements.

Eligibility Requirements

This grant is open to all Massachusetts-based nonprofit organizations that meet the following criteria:

- Holds current IRS 501(c)(3) tax-exempt status.
- Is incorporated in Massachusetts or operating a chapter/affiliate that conducts program activities within Massachusetts and can legally contract with the Commonwealth.
- Preference may be given to nonprofits with subject matter expertise in traffic safety-related programming; however, organizations with experience serving youth or other impacted populations may also be considered.
- All applicants must have a Unique Entity Identifier (UEI) and be registered in The System for Award Management (SAM) database.

IMPORTANT:

Registration for a UEI may take up to 4 weeks to complete. If your organization does not currently have an active SAM registration, begin this process immediately by visiting the official [SAM.gov](https://sam.gov) site and selecting "Get Started" – Applications may be submitted prior to SAM activation; however, organizations must have an active SAM registration prior to award.

Award Period

The grant period will be approximately 12 months beginning on or about October 1, 2026, and ending on September 30, 2027. No extensions will be permitted.

Match Requirement

Applicants must provide a 20% match share. This requirement may be met with state appropriations, local government funds, and/or in-kind contributions (staff time, equipment use, etc). For more information on match, please review [2 CFR Part 200.306](#).

- For example, if the total project cost (*grant award + match amount*) is \$50,000, OGR may provide up to \$40,000 via federal funding, while the subrecipient must provide at least \$10,000 in match expenses within the performance period. A related formula is **.25 x Requested Grant Funds = Match Requirement**.
- Federal funds cannot be used as match for other federal grants. Match must be documented and auditable with any in-kind contributions being fairly valued and directly tied to the project.

Fund Disbursement

This is a cost-reimbursement grant. Grant funds will be awarded via a Commonwealth of Massachusetts ~ Standard Contract Form. Reimbursement requests and/or confirmation of no grant spending must be submitted to OGR monthly.

Any costs incurred before the contract is executed will not be reimbursed. All services rendered and incurred costs must be completed on or before September 30, 2027.

Federal Funding Sources

Funding for these activities may come from one or more of the federal NHTSA highway safety grant programs established in 23 USC Chapter 4 [Section 402: Highway Safety Programs](#) and [Section 405: National Priority Safety Programs](#).

Award Notification

Final funding decisions are at the discretion of the Executive Director of OGR, Secretary of Public Safety and Security, and the Governor. It is anticipated that awards will be announced no later than October 2026.

5. Priority Areas

All proposals should be focused on improving road user behavior within one or more of the following priority areas. Applicants are encouraged to cite local data relevant to the selected priority area(s). **Note:** The time span for each Priority Area differs as it reflects the most recent Fatality Analysis Reporting System (FARS) data available at the time of this posting.

Occupant Protection (2020 – 2024)

- 48% of motor vehicle occupant fatalities (535) involved unrestrained occupants
- Seat belt usage in Massachusetts (86%) remains below the national average of 91%
- 70% (535) of unrestrained occupants involved in a car crash were fatally injured

Speeding & Aggressive Driving (2019 – 2023)

- Over 42% of fatal crashes that involved speeding also involved an impaired driver (BAC .08 or higher)
- Drivers aged 25-34 accounted for over 25% of all speed-related fatal crashes

Impaired Driving (2019 – 2023)

- 32% of all Massachusetts traffic fatalities involved a driver with a BAC of .08 or higher
- Drivers age 21–34 accounted for nearly half of alcohol-impaired fatalities (276 of 601) – within age groups, 53% of all 21-24 fatalities (98 of 188) and 53% of all 25-34 fatalities (178 of 338) involved an impaired driver

Pedestrian & Bicyclist Safety (2020 – 2024)

- Older adults (55+) account for 57% of all pedestrian fatalities (209 of 266) and 63% of all bicyclist fatalities (27 of 43)
- 45% of all pedestrian and bicyclist fatalities took place during 3:00pm – 8:59pm

Distracted Driving (2019-2023)

- 7.2% of all MA drivers in fatal crashes were found to be distracted at the time of the crash
- Nearly 40% of drivers distracted in a fatal crash were between ages 25-44
- 22% of distracted driving crashes involved a Vulnerable Road User (pedestrian, bicyclist, etc.)

Motorcycle Safety (2020-2024)

- 16% of all traffic fatalities reported in Massachusetts involved motorcyclists
- Nearly 60% of all motorcycle fatalities were between ages 25-54
- Over 70% of all motorcycle fatalities occurred during a five-month span between May - September

6. Goals and Measurable Objectives

Priority will be given to proposals that align with identified priority areas and establish clear goals and measurable objectives. Goal(s) must be based on relevant data and reflect a realistic, achievable target given the community, crash history, and the activities being proposed.

Goals may be **outcome-based** (e.g., result-oriented, “Reduce distracted driving behaviors among young drivers by 25%”) or **process-based** (e.g., action-oriented, “Establish and implement a community-based traffic safety education program targeting pedestrian and cyclist safety”).

As a general rule, applicants should write **at least one (1) goal per Priority Area they apply for**, supported by two (2) or three (3) objectives (e.g., a proposal addressing two priority areas should have no less than two (2) goals and four (4) objectives in total). **Note:** Objectives should generally follow SMART principles (Specific, Measurable, Achievable, Relevant, and Time-Bound).

Example of an Outcome-Based Goal and Supporting Objectives

Outcome-Based Goal: Reduce risky driving behaviors among young drivers (ages 16–24) in the target community over a 12-month period.

Objective 1: By September 30, 2027, deliver at least 12 distracted driving education presentations in high schools, colleges, or community settings, reaching a minimum of 400 young drivers.

Objective 2: By September 30, 2027, at least 40% of program participants will report increased knowledge of Massachusetts’ Hands-Free Driving Law and the adoption of one or more safe driving behaviors (e.g., not texting while driving, using the “Do Not Disturb” feature, or hands-free methods).

Example of a Process-Based Goal and Supporting Objectives

Process-based Goal: Establish and implement a community-based traffic safety education program targeting pedestrian and cyclist safety.

Objective 1: Develop and implement a standardized pedestrian and cyclist safety curriculum, and deliver at least 12 workshops, ensuring each session follow the established curriculum and include a participant engagement component (e.g., interactive activity or demonstration).

Objective 2: Establish at least 3 formal partnerships (e.g., schools, community organizations, local agencies) to support program delivery, with each partner hosting or supporting at least one outreach activity during the performance period.

7. Allowable Costs

Cost Categories	Definitions and Documentation Requirements
Personnel	Full- or part-time regular salaried employees working on the grant. At a minimum, reporting will need to detail employee names, hours worked per pay period, and the hourly rate.
Fringe Benefits	<p>Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary that typically include the following: Health Insurance, Life Insurance, Social Security, Pension, Unemployment Insurance, Workers’ Compensation, Payroll Taxes</p> <p>Fringe benefit costs should be based on actual-known costs or an established formula calculated by the fiscal or human resource unit in your organization. In order for costs to be allowable, a copy of the written organizational policy regarding rate computations and/or the federally approved rate agreement must be included in the application response.</p>
Indirect Costs	<p>Indirect costs means those costs incurred for a common or joint purpose not readily assignable to a particular project cost but necessary to the operation of the organization and performance of the project.</p> <p>Applicants may utilize a federally approved indirect cost rate agreement (must be supported by a copy of the federally approved rate agreement) or elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. If using this method, costs must be consistently charged as either indirect or direct costs but may not be double-charged or inconsistently charged as both.</p> <p>For more information, see Title 2 CFR Part 200, in particular 200.414.</p>
Consultants / Contractors	Contractors: Provide a description of the product/services to be procured by contract and an estimate of the cost. Applicants must follow their organization's own procurement policy.

Cost Categories	Definitions and Documentation Requirements
	Consultants: The consultant rate maximum limit is \$650 per day or \$81.25 per hour. This does not mean the rate can or should be the maximum limit for all consultants. Consultant rates should be consistent with current market value for the service and must be reasonable and allowable. Any compensation exceeding this amount requires prior written approval from OGR.
Equipment / Software	Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment. Must be necessary for and directly related to project need/ implementation.
Travel	In-state travel/mileage costs as well as the actual costs of tolls and parking directly associated with the grant, not to exceed more than \$0.70 per mile (or the mileage rate set by the applicable collective bargaining agreement, whichever is lower). No grant funds may be spent on out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR. (Please refer to the OGR General Subrecipient Grant Conditions for additional guidance)
Supplies	Supplies required for the program (pens, pencils, postage, training materials, copying paper, and other expendable items such as books, ink, etc.).
Other	Miscellaneous costs (e.g., telephone costs, training material costs).

Unallowable Costs: Please contact OGR if you have any questions regarding the allowability of your grant proposal, as other funding limitations may apply, including but not limited to the following:

- Any costs not explicitly allowed in [Final Rule 23 CFR Part 1300](#) and [Title 2 CFR Part 200](#)
- All equipment purchased with grant funds must comply with the Buy America requirement (23 U.S.C. 313)
- Infrastructure improvements including, but not limited to, traffic lights and signage
- Customization and personalization costs associated with equipment and/or safety item(s)
- Pedestrian and bicyclist items whose sole purpose is not to improve pedestrian or bicyclist safety (e.g., reflectorized backpacks, jackets, etc.)
- Promotional materials or items otherwise used to generate goodwill and/or incentivize behavior (giveaways, key chains, pens, shirts/clothing, etc.)
- Costs related to travel time to and/or from any grant-funded activity
- Grant management and/or other administrative costs
- Meals and beverages
- Sales tax
- Programs to check helmet usage or to create checkpoints that specifically target motorcyclists
- Extended warranties and/or maintenance plans
- Automated Traffic Enforcement Systems (e.g., security cameras)

- Accessories for prior equipment purchases, grant-funded or not (e.g., spare batteries, mouthpieces, etc.)
- Software subscriptions for prior equipment purchases or equipment purchased using other funds
- Supplanting funds is **prohibited**; funds provided through this grant are intended to supplement, not replace, other state or local funding sources

8. Post-Award Requirements and Record-Keeping

- Subrecipients must accept their award and be operational no later than 90 days after contract execution. Applicants must notify OGR of any possible delays with respect to accepting their award as soon as they are notified of selection.
 - No grant costs or activity may begin until a subrecipient receives official written notification with the fully executed contract signed and dated by OGR’s Executive Director.
 - All activities must be completed, goods received and paid for, and services provided and paid for no later than the termination date of the contract or date(s) as otherwise noted in this AGF.
- All subrecipients must submit both programmatic activity reports and financial expenditure reports by the 15th of the month following each month of performance. Additional reporting instructions will be provided during the contracting process.
 - If no grant activity is conducted, departments must still submit the monthly expenditure report indicating \$0 expenses for that month.
 - Individuals working on grant-funded activities may not sign off on the expenditure reports.
 - A signatory may also not sign off on the expenditure report if reimbursement is requested for their spouse, child, sibling, or another person that may present a conflict of interest.
- Itemized invoices and/or receipts are required for all tangible and intangible expenditures (e.g., cost of services, Consultant/Contractor invoices, etc.).
 - Equipment and safety items purchases must include an itemized invoice that is submitted with the expenditure report. Purchase orders will not be accepted.
- Failure to comply with reporting requirements may result in delayed or non-reimbursement of funds, contract termination, and may negatively affect eligibility for future OGR funding. Additionally, repayment of funds to OGR for any grant activity may be mandated.
- For purchased equipment and other items, subrecipients must submit an itemized invoice (**purchase orders will not be accepted**) along with the expenditure report in the month that the item(s) are delivered. Proof of payment should be kept on file and is subject to review at any time during the performance period.

Public Outreach and Notification of Activities

- All public communications and/or news releases concerning any grant activity shall indicate the following statement: “This project was supported by grant funds awarded by the Massachusetts Office of Grants and Research.”
- Any program-related media coverage, press releases, related photos, and reports of local radio and TV coverage should be noted in monthly reports.

Risk Assessment and Compliance Monitoring

- All subrecipients are subject to Risk Assessment and Compliance Monitoring. If OGR perceives issues relating to any of the requirements stipulated above, appropriate action will take place including, but not limited to, a site visit, file reviews, and suspension of funding.
- Subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.

9. Selection Criteria and Review Process

Proposals will be reviewed for completeness and compliance with the scoring criteria outlined in this section. **Note:** The following sections include a hypothetical example that is meant to help applicants understand what type of information strengthens a proposal - all data, names, organizations, and scenarios provided are meant for illustrative purposes only.

a. Applicant Information / Organization Overview

(10 points)

Guidance for Applicants: Focus on what makes your organization trusted in the community and capable of carrying out the activities and project you are proposing. This section should describe your organization to those who may not be familiar with your work, be clear and concise.

What to include:

- Clear and complete contact information for the primary contact and authorizing official
- A copy of your organization's IRS 501(c)(3) Exemption Determination Letter
- Your organization's mission statement and the primary communities you serve
- How long you have been operating and a brief description of your programs
- Any prior experience with traffic safety, road safety education, or related public health and safety programming (including any informal or small-scale projects)
- Why your organization is well-positioned to implement a project in the community

Organization Overview Example: The Greater Boston Senior Center is a 501(c)(3) nonprofit serving adults 60 and older in two locations, Newton and Burlington. Founded in 2005, we operate a daily drop-in center serving 300+ seniors per week that offers various programs, activities, and other resources. We have delivered educational programming for over 15 years through our existing network within the older adult community, one that is most affected by a pedestrian safety problem that we have identified. In total, we have 10 full-time staff that includes a Programming Director/Director of Activities and a Registered Nurse who will lead program delivery. We also employ a full-time accountant who is responsible for maintaining all fiscal policies and procedures, financial records, and processing payroll.

b. Community Partnerships

(5 points)

Guidance for Applicants: Partnerships (e.g., municipal agency, school, community group) may not be required for every project. If your project is capable of being implemented independently, note this within your response. This section should clearly indicate whether your project involves other organizations or community stakeholders.

What to include:

- Briefly state whether your project does or does not involve community partnerships, if yes:
 - List each partner and identify whether it is a planned or confirmed partnership
 - Indicate the specific role the partner(s) will have in project implementation and any foreseen challenges with incorporating the partner(s) into your project
- If applicable, attach a Letter of Support from each partner (informal letters and/or e-mails will be accepted)

Community Partnerships Example: This project will be implemented entirely by Greater Boston Senior Center staff, and we do not anticipate needing formal partnerships to achieve our project goals. We may conduct outreach and partner with local places of worship if we encounter challenges with recruiting residents to attend our safety classes. If so, planned partnerships would be with Sacred Heart Parish and Temple Emanuel, as staff have existing professional and personal connections with both institutions.

c. Needs Assessment

(20 points)

Guidance for Applicants: The [MassDOT IMPACT Portal](#) is free, publicly accessible, and allows you to filter crash data by city, town, road segment, age, and crash type. This section should describe the specific traffic safety problem you've identified in the community. A strong needs assessment is specific, data-driven, and clearly connected to the defined geographic area and/or community.

What to include:

- A clear description of the traffic safety problem being addressed
 - The specific county and/or city or town where the problem exists
 - Who in the community is most affected (e.g., disparities by age, gender, race/ethnicity)
- Local data demonstrating the traffic safety problem (at least one or more of these sources)
 - Crash data from the MassDOT IMPACT portal
 - Local police department crash reports or traffic enforcement statistics
 - Hospital or EMS data on injury types and locations
 - Observational data (e.g., observed seat belt use rates, pedestrian behavior)

Note: National and/or Statewide statistics may be used as background context for the larger priority area but will not be sufficient alone

Needs Assessment Example: The Greater Boston Senior Center in Newton serves residents of all ages but primarily provides services for older adults. Using the MassDOT IMPACT portal, we identified that the City of Newton experienced 4 pedestrian/bicyclist fatalities and 24 pedestrian/bicyclist serious injuries between 2023 and 2025 — representing nearly 38% of all serious injury crashes in Newton during that same period. Of those, 10 of the serious injury crashes and all 4 fatalities involved adults over age 55. A review of those 4 fatalities showed that all crashes occurred along the Beacon Street corridor. In addition, we surveyed this location on three separate occasions (two evening and one morning) and found that fewer than 30% of pedestrians used a marked crosswalk, and most older adults we observed attempted to cross during low-light conditions. Informal discussions among clients at the senior center also confirmed that they do not feel confident crossing in this area during evening hours and were not

fully aware of their legal rights as pedestrians. This is a behavior and awareness problem that our organization is well-positioned to address through education and outreach.

d. Countermeasure Strategy

(5 points)

Guidance for Applicants: [Countermeasures That Work, 11th Edition](#) is a free guide published by NHTSA that describes traffic safety strategies that have been evaluated and shown to work.

What to include:

- A citation to the “Countermeasures That Work” reference guide of the countermeasure you plan to utilize OR, if using a strategy outside formal countermeasures, a detailed description of that evidence-based strategy
- An explanation of why the chosen countermeasure is appropriate for the problem and population

Countermeasure Strategy Example: Our project uses pedestrian safety education as the primary countermeasure, specifically targeting safe crossing behavior and risk awareness among older adults. Countermeasures That Work 11th Edition (NHTSA, 2023), Chapter 9 (Pedestrian Safety), identifies community-based pedestrian education programs and outreach to vulnerable populations as countermeasures with evidence of effectiveness, as well as programming aimed at enhancing conspicuity for pedestrians.

e. Goal(s), Objectives, and Evaluation:

(20 points)

Guidance for Applicants: Your goal(s) should drive your activity and budget, not the other way around – consider identifying your goal(s) before you finalize your project description and budget. If you find that your budget cannot support the objectives needed to reach your goal(s), consider adjusting them to better reflect a more realistic approach.

What to include:

- Identify at least one goal relating to the Priority Area being addressed
- Each identified goal logically connects to data, trends, and/or priority areas identified in Section 8c
- Each identified goal is supported by two to three measurable objectives; Objectives must (1) Identify the specific activity being proposed; (2) be measurable (i.e., include a number, quantity, or rate that can be reported); and (3) have a defined timeline (i.e., by June 2027, by September 2027, etc.)

Goal(s), Objectives, and Evaluation Example: Our project aims to enhance pedestrian and bicyclist safety knowledge and behaviors among older adults in Newton through education and community engagement. By September 30, 2027, we will achieve the following:

(1) Host 8 safety education classes at our drop-in center by August 2027. Each class will host approximately 20 adults; with the goal of reaching 160-200 total participants. Attendance will be tracked along with knowledge gained through brief pre- and post-tests.

(2) Conduct 4 community pedestrian safety walks by August 2027; with 75% of participants able to correctly identify and demonstrate safe crossing behavior at three designated crossings. Participants

from the education classes will be recruited for the safety walks, with approximately 10 participants per walk. Evaluation efforts will include prompted questions and observational assessments.

(3) Achieve sustained behavior change with at least 50% of participants reporting one or more safer pedestrian behaviors (such as increased use of designated crosswalks or wearing reflective gear at night) as measured by a 60-day follow-up survey.

f. Project Description:

(25 points)

Guidance for Applicants: Be specific when describing your key activities, including: Who will support implementation and what events/activities are planned as part of your project? How many (classes, trainings, participants)? Where will activity take place? Who is the target population and what will participants learn or do differently as a result?

What to include:

- A detailed description of your project and each objective/activity you plan to carry out. For example:
 - What the activity is (e.g., education, outreach, training, awareness campaign)
 - Where and when it will take place (e.g., weekly, monthly, quarterly)
 - Who will be conducting the activity and what is their experience/qualifications?
- How will community members be involved in program delivery (e.g., participants, peer educators, volunteers)
- If purchasing equipment, software, or supplies, describe exactly what you plan to purchase (avoid vague language or placeholders), how it will be used, and why it is necessary to program implementation. If applicable, describe where it will be stored and maintained.

Project Description Example:

- (1) (Months 1–2): Existing staff (Programming Director/Director of Activities and Registered Nurse) will each dedicate .25 FTE hours (10 hours/week) throughout the grant period to develop and implement a pedestrian/bicyclist safety program. Staff will develop a pedestrian/bicyclist safety class utilizing *NHTSA's The Pedestrian Safety Workshop: A Focus on Older Adults* curriculum. Staff will also develop an evaluation survey and pre-/post-test to be used in conjunction with the class.
- (2) (Months 2-3): Purchase program materials for approximately 200 participants, printing costs associated with class/curriculum packets, pre-/post- test forms, and educational handouts. Pedestrian/bicyclist safety items will be purchased for use during the 4 community safety walks; costs will include 15 laminated maps of the Beacon Street area with crosswalk locations marked as well as 15 safety vests to be used by participants during the walks. All materials are directly related to the program and will be stored in the Greater Boston Senior Center main office.
- (3) (Months 2–11): Staff will conduct regular outreach among existing clients and Newton residents age 55+ to recruit program participants. Between January-July, staff will hold at least 8 pedestrian/bicyclist safety classes at our drop-in center, each serving approximately 20 participants (160-200 total). Participants will learn about safe crossing practices in their neighborhood. Pre- and post-tests will be administered during each class to track attendance and measure immediate knowledge gained.
- (4) (Months 5–10): Between March-July, staff will conduct 4 community pedestrian safety walks, guiding groups of older adults through the Beacon Street corridor. Participants will be recruited from the

safety class to practice and implement safe crossing practices (e.g., identifying safe crossing points, and making eye contact with drivers). Participants will be prompted with questions and staff will make observational assessments during safety walks.

- (5) (Month 7-12): Administer a 60-day follow-up survey to program participants to assess self-reported behavior change. Results will be compiled into a final report summarizing attendance, pre-/post- test assessments, and other lessons learned.

g. Budget Narrative Summary and Budget Excel Worksheet

(15 points)

Guidance for Applicants: The Attachment A must be submitted as an Excel file (.xlsx). Do not convert it to PDF or any other format. Submissions in the wrong format will impact overall scoring.

- A **Budget Narrative** explaining each cost and line item in your proposed budget: what it is, why it is needed, and how the cost was calculated
- Complete **both** tabs (i.e., Summary sheet and Detail worksheet) of the **Budget Excel Worksheet** provided (refer to Attachment A)

Budget Narrative Example: Personnel: This project will utilize two existing staff positions; each reflected in the attached budget. (1) Programming Director/Director of Activities: 10 hours/week for 52 weeks at an annual salary of \$90,000 (.25 FTE = \$22,500) plus fringe benefits calculated at 30% (\$6,750) for a total of \$29,250. (2) Registered Nurse will each dedicate 10 hours/week for 52 weeks at a salary of \$95,000/year (0.25 FTE = \$23,750) plus fringe benefits calculated at 30% (\$7,125) for a total of \$30,875. The 30% fringe rate reflects the organization's actual fringe benefit costs, including FICA (7.65%) health insurance, retirement contributions, and other benefits. These staff positions will be necessary to develop, implement, and schedule the safety education classes/walks, conduct outreach, and compile all participant and survey data. Supplies: Our project will purchase educational materials for approximately 200 participants which will include costs associated with printed curriculum packets, assessment forms, and educational handouts (\$8/participant × 200 = \$1,600). Additional safety items will be purchased for the 4 community safety walks, which will include 15 laminated maps (\$20/each) of the Beacon Street area with crosswalk locations marked as well as 15 safety vests (\$25/each) that will be reused during each walk (15 maps + 15 vests = \$675 total). Total project cost is calculated at \$62,400.

10. Online Application Submission

All applicants are required to submit the online application no later than 4:00PM on Friday, June 12th, 2026 via the [FFY2027 Community Traffic Safety Grant Program Application Link](#). All submissions will be considered final; applications should be reviewed for accuracy and completeness prior to submission.

Upon submission, you will receive email confirmation with a PDF attachment of your application and supporting documents for your records.

SUBMISSION DEADLINE NOTICE:

OGR is not responsible for any technical difficulties, system errors, or internet connectivity issues experienced during the submission process. It is the responsibility of the applicant to ensure that all required materials are submitted successfully and on time. Emailed or late submissions will not be accepted.

All online applications must include the required documentation listed in the checklist below.

Application Checklist:

1. ___ Online Application Form
2. ___ Excel Budget Worksheet (Attachment A)
3. ___ Risk Assessment Form – (Sections B, C, and E)
4. ___ IRS 501(c)(3) Exemption Determination Letter
5. ___ Federally Approved Indirect Cost Letter *(if applicable)*
6. ___ Federally Approved Fringe Rate Agreement *(if applicable)*
7. ___ Letter(s) of Support *(if applicable)*