

*I hereby attest that I have read and understand the following document.*

**Non-Profit Name:** \_\_\_\_\_

**Dept. Representative:** \_\_\_\_\_

*(Please print name and title)*

**Initials:** \_\_\_\_\_

*(Please print, do not type)*

**Scope of Services**  
**Executive Office of Public Safety and Security**  
**Office of Grants and Research**  
**FFY 2026 Community Traffic Safety Grant Program (CTSG)**

The subrecipient will complete all grant deliverables in accordance with their application, the Office of Grants and Research (OGR) General Subrecipient Grant Conditions, the Availability of Grant Funds (AGF), and this Scope of Services (SoS) document. This SoS provides an overview of the terms and conditions of the CTSG grant; participating departments are strongly encouraged to read the AGF for a comprehensive description of the CTSG program conditions and obligations.

Grant awards are subject to the availability of federal funds and any other provisions specified in the Highway Safety Plan and the Federal Grant Award.

No work may be completed and/or reimbursed for under this grant until a contract has been signed by both the subrecipient's authorized signatory and the OGR's Executive Director.

**General**

- The maximum award amount is \$75,000.00.
- Partnering Agencies are a requirement of the grant.
- The grant award period will be approximately twelve months. The award period will start on or about November 1, 2025 and end of September 30, 2026.
- No extensions will be permitted.
- All grant paperwork, including the subrecipient's application, contracting documents, award letters, monthly report forms, mid-year and final reports, invoices, proof of payment for purchases, and timesheets for enforcement activity must be kept on file until September 15, 2032. These files must be made available for review by OGR during state site visits and/or federal audits.
- For purchased equipment and safety items, an itemized invoice and/or receipt must be submitted with the expenditure report. Proof of payment must be kept on file at the department.
- Failure to submit the required reporting forms by the established deadlines may result in non-reimbursement.
- If any program requirements are not satisfied, a department risks non-reimbursement, contract termination, and may negatively affect their eligibility for future OGR grants.

## Fund Disbursement

- This is a cost-reimbursement grant.
- Reimbursement requests and/or confirmation of no grant spending will be submitted to OGR monthly.
- Grant funds will be awarded via a Commonwealth of Massachusetts ~ Standard Contract Form.
- Any costs incurred prior to the start date of the contract will not be reimbursed.
- All costs must adhere to the language and guidance set forth in the Notice of Availability of Grant Funds (AGF) as well as the OGR Subrecipient Grant Conditions. Please contact OGR with any questions regarding the allowability of grant activity.

## Reporting and Record-Keeping

- Subrecipients must submit monthly expenditure and progress reports, even if no activity or spending occurs. Reports are due on the 15<sup>th</sup> of the month for the past month's activity.
- The monthly report is made up of the Cognito report with attachments of the Budget Workbook and/or the invoice for the equipment and/or safety items paid for in full or delivered (if applicable).
- Monthly Reports are due on the 15<sup>th</sup> of the following month of activity, except for the August-September report, which is due October 1<sup>st</sup>, 2026.
- All monthly reports and appropriate backup documents must be submitted through Cognito each month, and will automatically be sent to your department's OGR Program Coordinator:
  - [Taylor.Keown@mass.gov](mailto:Taylor.Keown@mass.gov)
- A pre-filled Budget Workbook with approved budgets will be issued to each non-profit organization after contracting is finalized.
- Subrecipients must submit the following reports summarizing accomplishments, challenges and progress towards measurable goals as stated in the application. A template for each report will be provided by OGR:
  - A Mid-Year Progress Narrative Report no later than **May 15, 2026**
  - A Final Narrative Report no later than **October 1, 2026**
- A final bill and documentation for services (and any remaining reports) rendered during the contract period must be submitted to OGR no later than 30 days after the end of the contract period.
- Grant recipients must purchase and take possession of any reimbursable, pre-approved equipment, supplies, and services prior to September 18, 2026.
- All equipment must be clearly itemized, and the cost listed for OGR pre-approval prior to any purchase. Any purchases made without OGR prior written approval will not be reimbursed
- Subrecipients must retain all documents pertaining to the award for six years after the conclusion of the grant contract.

## Public Outreach and Notification of Enforcement Activities

- All public communications and/or news releases concerning the grant must state that the project is "This project was supported by a grant awarded by the Office of Grants and Research." Upon request, OGR will provide a sample news release to each subrecipient to assist with announcing the grant awards.
- Any program-related media coverage, press releases, related photos, and reports of local radio and TV coverage should be noted in monthly reports.

- For questions or concerns regarding public communications or outreach please contact Renee Algarin, Director of Communications at [Renee.P.Algarin@mass.gov](mailto:Renee.P.Algarin@mass.gov).

## **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 that do not observe reporting deadlines, submit incomplete reports, fail to observe the timeline promised in the grant application, or engage in other practices not in keeping with grant requirements will be at risk of becoming ineligible for receiving future OGR grant funding.

The AGF and required documents are located at [Community Traffic Safety Grant Program | Mass.gov](#)